COMPLETE LIST OF RECOMMENDATIONS OF GENERAL COUNCIL

October 5, 1920-April 14, 1921

Representation on New Era Committee (part 1, minutes of October 5)

Student Work

Westminster Guild

Year Book of Prayer

General Council Membership

Colsolidation of Woman's Work and Home Mission Monthly

Equal Apportionments

Salaries of Field Secretaries

Biennials

Representation on New Era Committee (November 16--clause 2)

Over Sea and Land

Stewardship

Missionary Topics on Christian Endeavor Programme

Joint Publications

Imprint

Membership in Auxiliary Societies

Emergency Action of General Council

Student Committee Recommendations (February 15)

Board Representation at Y. W. C. A. Conference

New Era Budget and Auxiliary Societies (February 15 and March 10)

Publishing Recommendations of General Council.

YOUNG PEOPLE'S WORK

General

June 5 1916 — VOTED that the matter of desirability of changing the name of the Light Bearers be brought to General Council upon its formation.

June 5 1916 — Recommend that there shall be two(local)report blanks - one with Home and one with Foreign imprint-for the Young People's organisations (other than the Westminster Guild)

YOUNG PEOPLE'S WORK

Secretaries

Chicago
Nov 1915

a. Recommend for Synodical and Presbyterial Societies that Secretaries for Children's Work shall include "Little Light Bearers", "Light Bearers", Junior C. E., and all other organizations up to fourteen years of age outside of the Sunday School.

b. Recommend the appointment in each Synodical and Presbyterial Society of a Secretary or Secretaries for the Young People's Societies and the Westminster Guild. Where but one organization is reported, the Secretary shall be known as the Secretary for Young People's Work. Where other Secretaries are necessary, they shall bear the name of the organization they represent.

Chicago
Nov 1915

Recommend that Young People's Secretaries, only, shall present the work of the Board for Freedmen to their constituency.

Recommend that local societies designate gifts for the Board for Freedmen.

YOUNG PEOPLE'S WORK
Financial

June 5
1916

Recommend in accordance with the deliverance of General Assembly on cultivation of the Sunday-school as a responsibility of the general Boards of Home and Foreign Missions, all gifts from the Sunday-schools should go to the Treasurers of these Boards. Hence, if any Mission Band is organized in the Sunday-school and holds no meetings except as a Sunday-school class, it is auxiliary to the general Boards. When a Mission Band is organized in the Sunday-school composed either of members of a class or members from different classes and holds regular missionary meetings, at which missionary offerings are received, outside of the Sunday-school session, it is auxiliary to the Woman's Boards. The responsibility for carrying out this policy in loyalty to our General Assembly rests upon the officers and members of the Woman's Boards of Home and Foreign Missions in cooperation with synodical and Presbyterial officers.

Chicago
Nov.1915

Recommend that we have a uniform pledge blank for Young People's Societies and that the Home and Foreign blanks be sent at the same time.

June 19,20
1917

Chairman reported correspondence with Rev. Wm.M.Hall, of the Board of Publication and Sabbath School Work, concerning a standard of percentages for gifts from Y.P.Societies.

VOTED that the Chairman write to Mr. Hall stating the difficulties in entering into any agreement in regard to percentages.

Feb.25
1919

Expenses of Synodical and Presbyterial Secretaries for Young People's Work

Recommended that the Executive Committee as a whole plan the work and budget the expenses of the officers for correspondence, visitation, conference and attendance at Annual Meeting. These sums may be paid by the Treasurer of the Contingent Fund upon requisition.

Feb. 25
1919

A recommendation was presented that in the territory of the Board of the Southwest the Manual for Light Bearers and Little Light Bearers be sent free for one year to all societies.

YOUNG PEOPLE'S WORK

C. E. Missionary Topics

Chicago Nov 1915

Recommend that packets of helps be prepared annually by the Woman's Boards of Missions for the use of the Christian Endeavor Societies in carrying out the monthly missionary programs suggested by the Woman's Boards and based on topics offered by the United Society of Christian Endeavor; that local Christian Endeavor Societies be permitted to secure such helps by the annual payment of a certain fixed sum (for example, 50 cents or $1.00) to the Woman's Board of Home Missions and to the territorial Woman's Board of Foreign Missions, and that such packets of helps be sent out from the respective Board offices one month in advance of the dates when they are to be used.

June 5 1916 - Omit for the present

Sept. 28 1916

VOTED that General Council request the United Society of Christian Endeavor to return to their former method and furnish twelve missionary topics yearly instead of six as they are now doing.

Jan. 17 1917

Secretary reported correspondence with the United Society of Christian Endeavor in regard to having twelve monthly missionary topics. The statement was made on the part of the United Society that the change was made to six topics largely because of the request of the denominational representatives on their Topics Committee, but that the Rev. Wm. Ralph Hall, Presbyterian representative, had urged the twelve topics; also that the chairman of the Topics Committee considers the matter so important that he will do his best to have the twelve missionary topics in 1919, the topics for the years before this having already been arranged.

Jan. 21-22 1918

Secretary reported a letter from Mr. Poling, associate president of the United Society of Christian Endeavor, received in response to her letter advising him of the desire of General Council for more missionary topics in the C. E. yearly programs. Mr. Poling wrote, "It was finally unanimously voted by the Committee on Topics for 1919 that it would be unwise to fix twelve missionary topics arbitrarily in the scheme for 1919, but that in addition to the six missionary topics presented, a supplementary list of six additional topics be prepared and supplied."

Christian Endeavor Monthly Missionary Meetings

SUGGESTIONS
FOR LEADERS
1919

GENERAL COUNCIL
OF THE
WOMAN'S BOARDS OF MISSIONS
OF THE
PRESBYTERIAN CHURCH IN THE
U. S. A.

FOREWORD

ACCORDING to topics published by the United Society of Christian Endeavor six definite missionary subjects are presented for 1919. The following pages suggest twelve topics and programs for the Presbyterian societies in which the habit of a monthly missionary meeting has been formed. These programs are a combination of the regular monthly topics of the Missionary Boards and those of the U. S. C. E. Abundant and late field news will always be found in the magazines—(see page 15).

It is recommended (1) that the mission study books be reviewed at some meetings; (2) that the work assigned the society receive frequent presentation and emphasis; (3) that at every meeting the missionaries and stations in which the society is particularly interested be earnestly remembered through intercession; (4) that the joy, the opportunities and the rewards for giving find a conspicuous place in every program.

Begin preparations early. Study each subject prayerfully. Follow the usual program outline—singing, prayer, scripture, offering, individual participation. Select suitable music. Do not allow the meeting to drag. "Variety is the spice of"—your people's meetings. Utilize the talents among the members for invitations, posters, programs and innovations. Adapt the suggestions found in the following pages. Send to the Boards for recent publications and newest facts. Use maps, curios, pictures, etc.

As a part of each program, take an offering for the regular work assigned to your society by the Woman's Boards of Home and Foreign Missions.

For list of BOARD TOPICS see page 15.

JANUARY

BOOKS THAT HAVE HELPED ME

Proverbs 2: 1-9

THE BIBLE is the greatest missionary Book and should be emphasized as such throughout this meeting. Suggested scripture:

Eccle. 12: 9-14.	Jere. 30: 2-4.
John 21: 25.	Malachi 3: 16-18.
Rev. 21: 27.	Rev. 22: 18.

WAYS FOR USING OTHER MISSIONARY BOOKS:

A Book Review meeting followed by Reading Campaign or Contest. Ten members give name of an interesting missionary book, state why *each* book is the "most helpful"; how it has *helped;* others give an illustration or quotation from the book helpful to them; several to give lists of such books. Have books for loaning.

PROGRAM ON THE YEAR BOOK OF PRAYER FOR MISSIONS:

Introductory talk by leader.
A Map Talk.
"Who's Who" in Presbyterian Missions.

"Our own" missionary—or station. (Mention where to find and items of interest concerning the field.)

Missionary Statements of significance found on pages introducing each field.

The New Opportunities presented.

Mobilization for Missions. Plea for enlistment.

Use the prayers from the book.

Have the Recitations or Readings given.

Have the National Airs of some of the Countries played or sung and close the meeting with our own "Star-Spangled Banner."

FEBRUARY

CHRISTIANITY AND THE TOILERS OF JAPAN

Matt. 28: 16-20

"The welcome of Japan to the opening of the Woman's Christian College, the rise of movements due to religious discontent within Buddhism, the mingled perplexity and re-assurance of the nation on account of Christianity, the accessibility of the people everywhere to the gospel—are only four out of a score of evidences of the present missionary opportunity, never before surpassed in Japan."—*Robert E. Speer.*

VISITING THE MISSION STATIONS OF JAPAN.

Map talk based on the Year Book of Prayer for Missions.

WHAT THE MIGHTY MIGHTS ACCOMPLISHED.

(Story told from leaflet by Mrs. A. D. Hail, .02).

EVANGELIZATION IN JAPAN.

(Leaflet by Alice M. Monts. .02).

Its Importance.

Difficulties encountered in preaching the Gospel.

(Suggestion: represent missionary or native evangelist reporting experiences encouraging and discouraging of a recent trip.)

EDUCATION IN JAPAN.

Sketch beginnings of Woman's Education in Japan. ("Woman's Progress in Japan," Griffis. .03.)

The Mission Kindergarten Work in Japan. .02

Intermediate Schools—The Meiji and Joshi Gakuin, Tokyo. (Japan, Educational Series. .05.)

Japan's Woman's Christian College. (Leaflet, "Higher Education and Wider Evangelism in Japan." Free.)

THE CHALLENGE OF THE NEW ERA.

To give Christianity *now* to Japan so that her influence in the Orient, her industrial competition, her fellowship with the Nations may be governed by the principles of Christ.

Supplemental topic: Japan's Factory Problem. ("Ancient Peoples at New Tasks." Price, .40. Chapter II.)

MARCH

PRAISING GOD THROUGH CHRISTIAN INDUSTRY

Prov. 4: 5

(Program based on By Hammer and Hand, by Dr. A. W. Halsey. Price, .25.)

"I would say that the main purpose of Industrial Missions . . . is to prove that the Gospel is a practical means of saving the whole life of the individual and the life of the state as well."—*A. W. Halsey.*

BIBLE ESTIMATE OF INDUSTRY.

Gen. 2: 15; 3: 19.
Lev. 23: 3.
Prov. 13: 11.
Eccl. 9: 10.
Eph. 4: 28.
I Thes. 4:11.
II Thes. 3: 12.

THE MISSIONARY VALUE OF INDUSTRIAL EDUCATION.

Chapter 6, "Hammer and Hand."

MISSION INDUSTRIES OF AFRICA, CHOSEN AND SYRIA.

THE WORKSHOP, THE WORKMAN AND THE WORK.

Silliman Institute, Dumaguete, P. I. (Chapter 5, Hammer and Hand.)

Kenneth Mackenzie Memorial School, Lakawn, Siam. (Chapter 4.)

Gerard Institute, Sidon, Syria. (Chapter 4.)

(Assign guides to conduct in imagination a party of tourists through each of the industrial plants named, choosing a different department of the work for special emphasis in each case.)

INFLUENCE OF CHRISTIAN INDUSTRIAL TRAINING—

on the Home. (Chapter 2.)
the Community. (Chapter 4.)
the Nation. (Chapter 5.)

DEBATE:

Resolved that the Industrial Missionary is as effective an agent in winning the Orient for Christ as is the Evangelistic, the Educational or the Medical Missionary.

APRIL

CHRISTIANITY AND THE TOILERS OF AMERICA

Matt. 9: 35-38

(Use chapters from "The Path of Labor" and programs in supplemental helps for same. An Americanization program would give variety.)
Board subject—THE NEGRO—Training, Serving, etc.

> "The Nation needs all men, but it needs each man, not in the field that will most please him, but in the endeavor that will best serve the common good."—*Woodrow Wilson.*

SCRIPTURE: Read by individuals:

John 15: 16.	Gal. 6: 1.
John 15: 8.	I Cor. 15: 58.
Acts 1: 8.	I Cor. 19: 20.
Rom. 12: 1.	John 4: 35.

Our church has always believed that Christian education was the Negroes' imperative need, and through 140 schools, 438 churches and missions, is seeking to give them such training as will fit them to be industrious, intelligent Christian citizens. Each one of the stars on our Service flag—now numbering over seven hundred—means a boy has gone to war from a Christian school, better equipped than the 80 per cent. who have arrived at camps almost wholly illiterate.

TRAINING CAMPS:

(a) For Boys; for Girls. (School Leaflets.)
(b) For Soldiers. (From "Loyalty" and "The Negroes' Answer.")
(c) Our Training Camp. (Message from school where our money goes.)

THE NEGRO SERVING "OVER HERE":

(1) Agriculture; (2) Business; (3) Church. (From "Africo-American, A Menace or an Asset.")

THE NEGRO SERVING "OVER THERE."

(From "The Firing Line.")

A Reading:

"A Mother-Heart Idyl of Black-Folk and The Flag."

Prayer:

For Negro Soldiers and Sailors.

(Leaflets can be obtained for ten cents from the Woman's Department, Board of Missions for Freedmen, 516 Bessemer Bldg., Pittsburgh, Pa.)

MAY

GOD'S PRECIOUS PROMISES

I K. 8: 54-61; I Pet. 1: 1-4

For the additional scripture ask five to give a "precious promise" to faithful stewards.

THE MEETING

Suggested ways for developing the topic in connection with the missionary subjects of the months. As this is a union meeting with the Intermediate and Junior societies ask the leader of each to be responsible for definite parts of the program. Have processional, with each group coming from different door. Have each organization demonstrate its assigned missionary work. Use blackboard or large sheet of wrapping paper. Place on this a map of the world or of the U. S. and as each leader reports attach strings or ribbons to the spot where your church is and stretch to the stations for which the society is contributing. Some maps may be secured at Ten Cent Stores. Distribute questions in advance, such as, "What was Christ's greatest command and promise?" "Why is our Country responsible for these people?" etc.

"MEXICANS IN THE UNITED STATES" AND "LATIN AMERICA" may be intertwined. These topics give opportunity for "Impersonations" of the missionaries or of the peoples among whom they serve. For instance, take "Mexicans in the U. S."—Assign one or two minute talks on such questions and topics as:

Where are they?
Who are they?
What has been done for them?
What are their needs?
What method of missionary work among them is most effective?
Whose business is it to know and *do* for them?
How are the Christian Endeavor Societies helping?
Recent events at the mission schools.
"Character Building" at the Menaul School for boys.
"In to Win" at the Santa Fe School for girls.
Medical Work in New Mexican plazas.
Sketch of life of one missionary to the Mexicans of United States.

Current missionary events from an information committee appointed by President.

JUNE

CHRISTIANITY AND THE TOILERS OF INDIA

Isa. 4: 18-31

"India is the most diversified of all mission fields. There is no common Indian people . . . There is no common language . . . There was no common sovereignty until Great Britain established one. There is no common religion . . . India presents accordingly the most varied and intricate problem of Christian missions."—*Robert E. Speer.*

Map Exercise.

Location of Presbyterian Mission Fields in India. (Year Book of Prayer for Missions.)

SOME PROBLEMS AND THE MISSIONARY SOLUTION.

PREACHERS OF THE PLOW.

Chapter V. "Ancient Peoples at New Tasks."

"Up farmers and away to India! If you have any scientific knowledge of agriculture, you are needed there. If you wish to do genuine Christian missionary work this is your opportunity. For the truth is that the progress of Christianity in India will depend to a very large extent in the future upon the progress of agriculture."—*Willard Price* in "Ancient Peoples at New Tasks."

A Preacher of the Plow—A Welch Boy Who Wouldn't Be a Minister. (Leaflet. .02.)

What the Welsh Boy Accomplished or the Gospel of the Plow in India. (Leaflet. .03.)

THE STORY OF ONE FAMINE ORPHAN. (Leaflet. .05.)

PROBLEMS OF INDIA'S WOMANHOOD.

India's Women are Finding Themselves. (Leaflet. .03.)

Obstacles and New Opportunities. (Leaflet, "India's Womanhood." .05.)

ROYAL APPROVAL OF MISSIONS.

(Leaflet "India's Royalty Favors Missions," .04).

Additional topics; consult for reference material any text-book on India to which you have access

India's Debt to Great Britain.
Problems Great Britain has faced.
Why America must help.
Religions of India.

JULY

WHAT DOES LOYALTY TO OUR CHURCH AND COUNTRY CALL FOR?

Matt. 22: 15-22

PATRIOTIC MUSIC.

Salute to the U. S. Flag and to the Christian Flag. "Fling out the Banner."

SCRIPTURE:

Deut. 10: 12, 13. Micah 6: 8.
Heb. 11: 32; 12: 2.

Prayer:

That the individual life of the Nation may be purified and exalted through Christian idealism until the whole be made clean and strong.

Topics for two minute talks:

A PROMISE AND A TRUST.

THE FINEST PATRIOTISM—Christian Loyalty. (Leaflet, "Our Service Flag.")

SPECIAL CALLS FOR LOYALTY:

To the country: (Leaflets, "Open Doors." "A New Definition of an Old Task.")

To the World, through the church, as "Comrades of the New Era Movement."

"SOME COMPENSATIONS OF WAR." (See Missionary Review of the World" for November, 1918.)

WIDENING HORIZONS.

The Golden Rule in unison.

The Mizpah Benediction.

AUGUST

THE CHRISTIAN CHALLENGE TO LIFE SERVICE

Matt. 4: 18-22

Scripture Reading:

THE GREAT COMMISSION—Commands and Promises.

Acts 1: 8.	Matt. 28: 18-20.
John 17: 8.	2 Tim. 2: 3, 4.
Rom. 12: 1, 2.	2 Cor. 5: 14, 15.

WHAT SHALL I DO WITH MY LIFE?
(Leaflet. .05.)

WHAT CONSTITUTES A MISSIONARY CALL?

a. Vision of the Need.
b. Ability to meet it.

WHO ARE CALLED TO MISSIONARY SERVICE?

(Leaflet, "The Call and Qualifications for Missionary Service." .05.)

WHY *I* ANSWERED THE CHALLENGE.

a. The Evangelistic Missionary.
b. The Educational Missionary.
c. The Medical Missionary.
d. The Industrial Missionary.

(Bring out in each case not only the privilege of presenting Christ but also the vastly greater opportunity for the practice of his profession than is to be found in this country.)

IMPERSONATION: Present a group of furloughed missionaries discussing the questions:

Is the missionary force in your field adequate?

If you could have reinforcements how could you use them?

(Leaflets, "What Shall I Do With My Life?" "Calls from the Foreign Field.")

How may every one be a missionary?

By Living, Praying, Giving, Going. (Leaflet, "Intercessory Missionaries." .03.)

SEPTEMBER

THE CHRISTIAN ATHLETE AND HIS TRAINING

I Cor. 9: 19-27

(A "Get Together" meeting. Invite the officers and committee chairmen of the other societies of the church. Ask each to outline the work planned for the fall and winter, and the leader suggest method for co-operation of all forces.)

A suggested Bible reading—Reveille—Eph. 5: 14. Roll Call—Isa. 43: 1. Attention—Isa. 45: 22. Quick March—Phil. 3: 14. Halt—Ex. 14: 13. Stand at Ease—Matt. 11: 28. When on Guard—Mark 14: 38. When in Camp—Ps. 34: 7. When Fighting—I Tim. 6: 12. When Wounded—Isa. 40: 31. When a Prisoner—Isa. 41: 10. In the hour of death—Isa. 43:2; John 14: 1. The Last Post—Isa. 21: 11. In the Grand Review—Matt. 25: 21.

AN ACROSTIC PROGRAM

(Put this acrostic on blackboard, or on large sheet of paper, or have committee prepare souvenir programs. Assign topics to individuals to develop. Limit each to one or two minutes. Put "pep" in the introduction of topics and speakers.)

O Our Missionary Boards—their functions, etc.
U United Movements for advance in missionary work.
R Responsibility of America for sending missionaries and money.

C Current events in mission fields.
O Outstanding incidents from *our* mission field or station.
U United States with "open doors" to the world.
N Needy Peoples of our Country—What may we give them?
T The type of men and women needed—Training needed?
R Reaction and Reconstruction as result of world war.
Y Your share in Americanization plans.

F Fellowship in Service and Sacrifice.
O Opportunity Lands of today.
R Roll Call and Response
with "Round Robin" from missionary letters or the magazines.

C Christian Medical Service—In Mountains, N. M. and P. R.
H Hymns with a Missionary Message.
R Review of our missionary magazines or text-books.
I Imaginary "movie"—Reels to illustrate Society's Stations.
S Support. Supplication. Sacrifice.
T The Treasury or Travel Sketches.

OCTOBER

CHRISTIANITY AND THE HEALTH OF CHINA

Bible Reading:

Luke 4: 16-31.

INTRODUCTION:

Suppose You Were Sick in China! (Leaflet. .02.)

Contrast Methods of
the Native Practitioner.
the Missionary Doctor.

A SYMPOSIUM

THE SCOPE AND IMPORTANCE OF MEDICAL MISSIONS IN CHINA.

Locate Medical Missionary Centers. (Hospitals in China. .05.)

Describe briefly the following forms of Medical Work:

The Medical College.

The Training School for Nurses.

The Hospital.

The Dispensary.

Medical Itineration.

("A Day with a Missionary Doctor." .02.)

IMPERSONATION: In the Doctor's Waiting Room.

Enact scene in doctor's waiting room, Bible woman telling of Christ to waiting patients.

SOME RESULTS OF MEDICAL MISSIONS.

Improved Sanitation.

Reduction of Death Rate.

Asylums for the Insane.

Schools for the Blind.

Tell the story of "A Chinese Helen Keller." (Leaflet. .02.)

NOVEMBER

CHRISTIANITY AND THE HEALTH OF AMERICA

Scripture: Eze. 47: 1-12.

(Use the following verses as an additional lesson, bringing out the thought that Jesus' life on earth furnished the incentive for all healing ministry.)

Acts 10: 38. Luke 2: 11. John 13: 15.
Luke 9: 2. Matt. 11: 4, 5. Matt. 25: 40.

Prayer:

Thanksgiving for Our Country and for the opportunity to extend Christ's healing Gospel.

WELFARE WORK OF SECULAR ORGANIZATIONS:

(Let different members be prepared to give briefly an account of the work done by some of the following:

1—The agencies for the prevention of communicable diseases.

2—Work of the Instructive Visiting Nurses Association.

3—The National Child Labor Committee.

WELFARE WORK UNDER THE PRESBYTERIAN CHURCH:

1—In Alaska:

(a) Battling with tuberculosis.

(b) Improved home conditions made possible through the training at Sheldon Jackson School.

(c) Government sanitarium at Haines a result of our missions. Cottage hospitals and dispensaries at Hydaburg and Klawock.

2—In the Southern Highlands:
Community service, home making, "First Aid" lessons, prevention instructions, etc.

3—In Porto Rico:
The hospital at San Juan, clinics, in the wards, the training class for native nurses, distribution of these nurses in needy districts of the island, etc.

4—In New Mexico:
Give a description of visits in the plaza homes—instructions to mothers in sanitation, care of children, care of the sick, etc.

This is Home Mission Week. Make special posters and hand invitations—various "drawing attractions" for the congregation.

DECEMBER

HOW TO MAKE NEXT YEAR BETTER THAN THIS

Psalm 90: 1-17

THE POWER OF GREAT EXAMPLES:

Bible Drill: Name Bible Characters whose Example has influenced you. What characteristics in them do you admire?

Others whose examples stimulate us:

Liu Kwang Chao—The Chinese Lad who became a Great Leader. (.03.)

Rev. A. C. Good—"The Chief's First White Man." (.03.)

Kaji Yajima—The Frances Willard of Japan. (Comrades in Service. .40.)

Syngman Rhea—An Ambassador in Chains. (Comrades in Service.)

Ian Keith Falconer—A Pioneer among Moslems. (Leaflet. .02.)

Have some of these sketches given as impersonations, introduce one of the speakers as the missionary himself, another as a friend or pupil who has been closely associated with him.

DISCUSSION:

What Characteristics Made These Workers Great?

Am I investing my life to as great advantage?

PRAYER:

Petition for new leaders and followers in the coming year.

HYMN:

"Take my life and let it be consecrated, Lord, to Thee."

(For supplementary reading use "Making Life Count." .40.)

SUGGESTION:

A society whose members have sufficient general missionary information would enjoy a "spelling bee" based on the missionary game "Who's Who in Missions." (.50.)

BOARD TOPICS

HOME	FOREIGN
Jan.—Missions Financed.	China.
Feb.—American Indians.	Chosen.
Mar.—Newest Americans.	Japan.
Apr.—The Negro.	Africa.
May—Mexicans in the United States.	Latin America.
June—Porto Rico and Cuba.	Philippine Islands.
July—Woman's Board of Home Missions.	Orientals in the U. S. A. Home Base—Review of Year.
Aug.—Our Young People.	China.
Sept.—Plans for the Future.	India. Home Base—Outlook for Year.
Oct.—Alaska.	India.
Nov.—Southern Highlanders.	Siam.
Dec.—Mormonism.	Moslem Lands—Syria and Persia.

MAGAZINES

THE HOME MISSION MONTHLY

Published by the
Woman's Board of Home Missions,
156 Fifth Avenue, New York City.
Subscription Price, 50 cents a year.

WOMAN'S WORK

Published by the Central Committee of the Woman's Boards of Foreign Missions,
156 Fifth Avenue, New York City.
Subscription Price, 50 cents a year.

OVER SEA AND LAND

A Missionary Magazine for Children,
Published by the
Woman's Boards of Home and Foreign Missions
156 Fifth Avenue, New York City.
Subscription Price, 25 cents a year.

Woman's Boards of Foreign Missions

THE WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH
501 Witherspoon Building, Philadelphia, Pa.

WOMAN'S PRESBYTERIAN BOARD OF MISSIONS OF THE NORTHWEST
Room 48, 17 North State Street, Chicago, Ill.

WOMEN'S BOARD OF FOREIGN MISSIONS OF THE PRESBYTERIAN CHURCH
Room 818, 156 Fifth Avenue, New York City

WOMAN'S PRESBYTERIAN BOARD OF FOREIGN MISSIONS OF THE SOUTHWEST
Room 707, 816 Olive Street, St. Louis, Mo.

WOMAN'S OCCIDENTAL BOARD OF FOREIGN MISSIONS
920 Sacramento Street, San Francisco, Cal.

WOMAN'S NORTH PACIFIC PRESBYTERIAN BOARD OF FOREIGN MISSIONS
454 Alder Street, Portland, Ore.

Woman's Board of Home Missions of the Presbyterian Church in the U. S. A.

156 Fifth Avenue, New York City

YOUNG PEOPLE'S WORK

Programs

June 5 1916

a. Recommend that the Woman's Boards of Home and Foreign Missions unite in preparing programs for the use of Light Bearers which shall present equally both Home and Foreign Mission topics

b. Recommend that the Woman's Boards of Home and Foreign Missions unite in preparing monthly missionary programs for Junior Christian Endeavor Societies, following as far as possible the topics assigned for the Juniors by the United Society of Christian Endeavor.

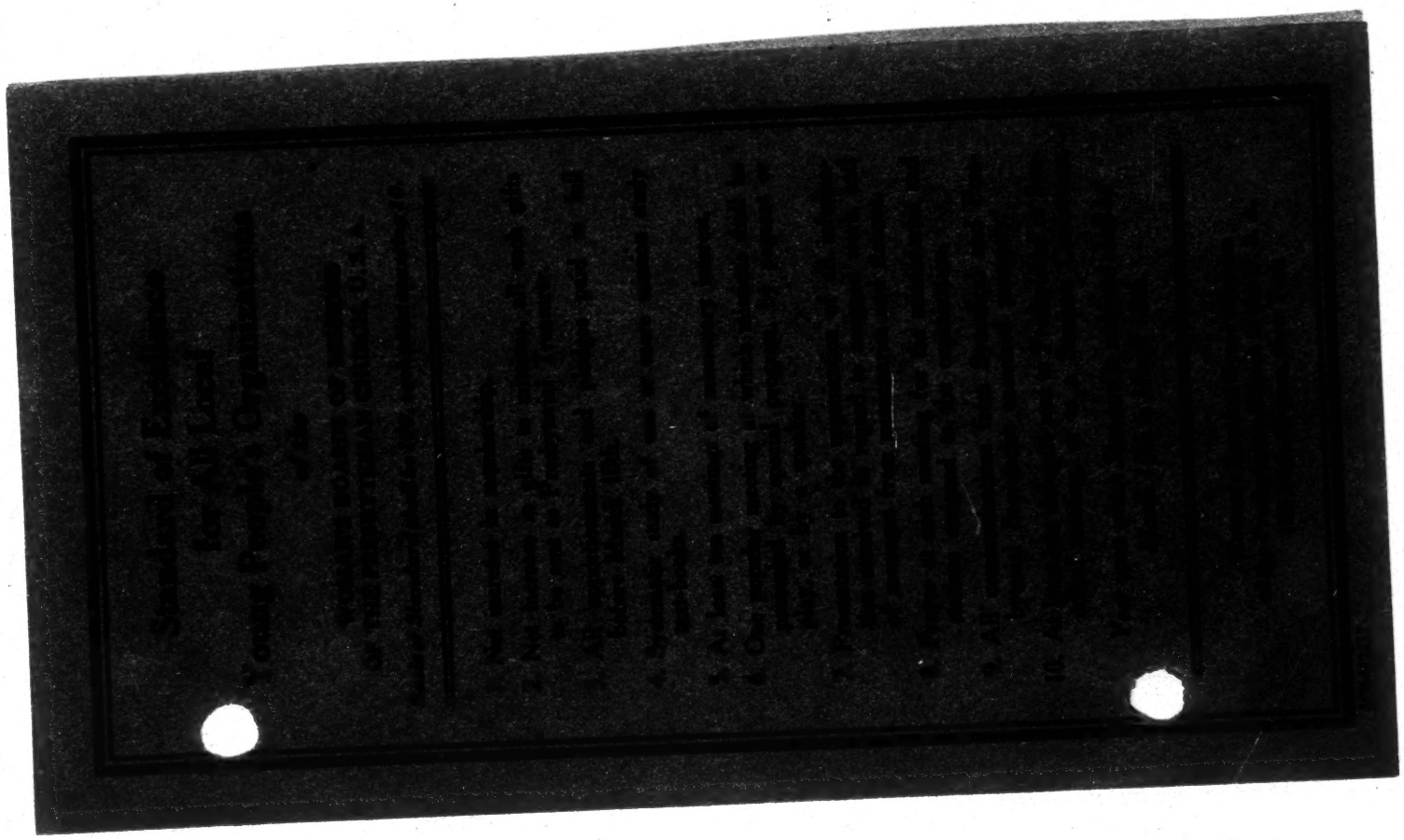
Jan. 17 1917

Since there have never been such programs, the matter was referred to the Secretary for Publications who is to be elected in June, 1917.

June 19-20 1917

Decided that it is the duty of the Secretary for Publications to initiate joint programs for C.E. Societies.

Request received by the Chairman to have joint programs for Junior C.E. Societies was referred to the Secretary for Publications for consideration.



YOUNG PEOPLE'S WORK

Standards of Excellence

Standard of Excellence for All Local Young People's Organizations

of the

Woman's Boards of Missions of the Presbyterian Church, U.S.A.

Chicago
Nov. 1915

Basis of Standard shall be 100, each point counting 10.

June 5
1916

---

changes
Sept. 28
1916

1. Net increase in membership.

changes
June 19-20
1917

2. Net increase in gifts to missions.
   All such gifts to be sent to Presbyterial Treasurer.

3. All apportionments and pledges paid in full before March 10th.

Imprint
Jan.21-22
1918

4. Systematic study of one or more mission study text-books.

5. At least ten meetings of missionary interest.

6. One popular meeting at which missions shall be presented by special program, by pageant or play, or by a speaker.

7. Presentation to the organization of all information received in regard to assigned work, and of messages from missionaries and stations.

8. Prayer at each meeting for the missionaries and stations assigned to the organization.

9. All communications from Synodical and Presbyterial Secretaries answered promptly.

10. At least one delegate sent to Presbyterial or Synodical meeting, or to a Summer Conference.

Year upon which Standard is reckoned shall be March 10th to March 10th.

(Blue paper, black ink)

YOUNG PEOPLE'S WORK

Department of Young People's Work

Chicago
Nov. 1915

Recommend that the Woman's Boards of Home and Foreign Missions formally express their desire to cooperate with the Department of Young People's Work and the Board of Publication and Sabbath School Work wherever the missionary education and training of young people are concerned. Since the Summer Conferences for Presbyterian Young People conducted by this Department, offer the Woman's Boards excellent opportunity for carrying on this work, we recommend that they cooperate with the Department in the following particulars:

a. In forming the programs
b. In the choice of leaders in classes in mission study and in missionary methods
c. In advertising the conferences

A 100 Point Standard Covering Church Year 1918-1919, 1919-1920.

YOUNG PEOPLE'S WORK

Department of Young People's Work

Jan. 21-22
1918

Presbyterian Young People's Society Program

		Points
I.	**PROGRAM**	
	a. Adoption of this "Presbyterian Young People's Society Program" as yearly goal	5
	b. Adoption of an individual program formulated by each Committee as yearly goal	5
II.	**MEMBERSHIP**	
	a. Ten per cent net gain in active membership	5
	b. Ten per cent net gain in associate membership	5
III.	**MEETINGS**	
	a. Regular weekly meetings averaging in attendance 60% of membership	4
	b. Regular committee meetings, and regular business meetings with officers and chairmen reporting in writing	3
	c. Personal Work and Christian service as a life work each presented at least twice a year in Society meetings.	3
IV.	**CHURCH**	
	a. Attendance upon the church services and prayer meeting, averaging throughout the year 50% of membership	5
	b. Young people brought into the church equivalent to 10% of society membership	5
V.	**PERSONAL DEVOTIONS**	
	a. The claims of regular individual Bible study, meditation and prayer each day presented at least twice a year	5
	b. At least ten per cent of the Society members Comrades of the Quiet Hour	5
VI.	**DENOMINATION**	
	a. At least four especially prepared meetings or one study on some phase of Presbyterianism	4
	b. A society delegation in attendance upon a summer or winter conference or a Presbyterial or Synodical gathering for young people.	4
	c. "Young People's Day" observed by a special young people's service	2
VII.	**EDUCATION**	
	a. Ten per cent of active members enrolled in the Presbyterian Young People's Leadership course	4
	b. Two or more Study Classes in the Society each year; at least one a Mission Study Class	4

YOUNG PEOPLE'S WORK

Department of Young People's Work

VII. Education (cont.)

c. Ten minutes or more of each regular meeting devoted to Religious Education 2
d. (Alternative) Ten minutes or more of each regular meeting devoted to information of a religious or denominational character. 2

VIII. MISSIONS

a. Ten or more meetings a year of missionary interest 5
b. Acceptance of denominational apportionment for Foreign Missions, Home Missions, and Missions for Freedmen, and pledges paid in full by March 10 5

IX. GIVING

a. Stewardship, Jesus' standard of giving, presented at least twice a year 2
b. At least ten per cent of the active members tithers or stewards 2
c. Adoption of a financial budget for society expenses and for benevolences 3
d. Pledge made to Young People's Work and paid by the end of February 3

IX. GIVING (Alternative)

a. Stewardship, Jesus' standard of giving, presented at least twice a year, and a minimum of ten per cent of active members tithers or stewards 4
b. Adoption of a financial budget for society expenses and for benevolences 3
c. Pledge made to Young People's Work and paid by the end of February 3

X. SERVICE

a. Some definite service rendered the local church by the Society alone or in cooperation with other organizations 4
b. Some ministry of helpfulness rendered to needy in community or assistance given in conducting of religious services in public institutions 3
c. Maintain a Junior Committee which shall organize and conduct a Junior Society or render such help to existing society as may be practicable 3

Secretary reported that she and the chairman had conferred with Rev. Wm. Ralph Hall, Superintendent of Young People's Department of the Board of Publication and Sabbath School Work, in reference to his proposed standard or program for Young People's Societies; that Mr. Hall's program covered practically all the points in the standard for Young People's Societies recently adopted by General Council. General Council adopted the following recommendations:-

YOUNG PEOPLE'S WORK

Department of Young People's Work

1. Recommend the approval of such a program for C. E. and Young People's organizations.

2. Recommend that the imprint on such a program shall be something on this order, "Young People's Department of the Board of Publication and Sabbath School Work, in cooperation with the Woman's Boards of Missions of the Presbyterian Church in the U.S.A."

3. Recommend that those societies attaining Mr. Hall's program shall be recognized as having automatically attained the standard of General Council.

May 31
June 1
1918

Following were adopted:

"Questions having been asked General Council about the Presbyterian Young People's Society Program, a yearly standard for Intermediate and Young People's Societies" prepared by the Young People's Department of the Board of Publication and Sabbath School Work ..... General Council interprets the recommendations of January 21-22, 1918, to mean that when an Intermediate or Senior Y. P. Society (one composed of both young men and young women) accepts the 'Young People's Program', the Boards will not offer their 'Standard of Excellence for Young People'; but that they will push their Standard in all other Young People's Organizations.

"Recommends that all the Boards send a copy of the interpretation to their Synodical and Presbyterial Secretaries for Young People's Work.

"Directs Secretary of General Council to send a copy of the statement to the Secretary for Young People's Work of the Board of Publication and Sabbath School Work.

WESTMINSTER GUILD

Secretaries

Chicago Nov 1915	Recommend that joint Presbyterial Westminster Guild Secretaries be appointed as rapidly as possible.
Chicago Nov 1915	Recommend that where there are separate societies, the nominating committee of each shall confer with the other before bringing in the name of a Presbyterial Westminster Guild Secretary.

WESTMINSTER GUILD

General

Chicago Nov 1915 — Recommend that the Westminster Guild Council Meeting called for January, 1916, be postponed until further notice, and that pending a possible new method of administration, the Council with present officers and policies hold over until further action has been taken.

Sept 28 1916 — VOTED that the present organization of Westminster Guild Council and of the Joint Student Committee hold over until the June meeting of General Council.

Chicago Nov 1915 — Recommend that the closing date of the fiscal year of Westminster Guild be made uniform with that of the Presbyterial Society.

June 5 1916 — Recommend that the suggested age of admission to Westminster Guild Chapters shall be from 18 to 30 years and strongly recommend that the term of membership shall not exceed ten years.

Sept 28 1916 — Following recommendation in regard to Westminster Guild was received from the Woman's Board of Home Missions:

> "Owing to confusion among the missionary societies of Presbyterian young women and girls and the variety of methods and publications required for each groups, the Woman's Board of Home Missions request General Council of our Woman's Home and Foreign Boards to appoint a committee to consider the whole matter of making the Westminster Guild a more inclusive organization, or of adopting some phan whereby the various organizations of young women and girls may be more uniform in character.
> "In this connection attention is called to the World Wide Guild of the Baptist Church modeled after our Westminster Guild."

Referred to a committee to report to the June meeting of General Council.

June 19-20 1917 — Committee reported that:

> "Since the Foreign Boards unanimously agree that there is a large body of young women who desire more freedom in planning programs and liberty in the support of mission work, than is offered in Westminster Guild, this Committee recommend that an all inclusive organization for young women shall not be formed at this time."

The report of the Committee was accepted and adopted.

May 31 June 1 1918 — Recommendation from Secretary for Westminster Guild approved, after changes:

WESTMINSTER GUILD

General

May 31
June 1
1918

That a copy of the Minutes of the meetings of the Westminster Guild Committee of the Woman's Board of Home Missions and a copy of the Minutes of the meetings of the Westminster Guild sub-committee of Executive Committee of Central Committee of the Woman's Boards of Foreign Missions shall be sent immediately after the meeting to the Secretary for Westminster Guild of Gneral Council.

May 31
June 1
1918

Recommendation from the Woman's Board of Home Missions approved and recommended:

> "We recommend that a new emphasis on missionary service be presented to the Westminster Guild Chapters by all the Woman's Boards of Missions, especially in the duty of leading and fostering the younger missionary organizations of the Church, such as Light Bearers, Little Light Bearers, Westminster Guild Circles."

Feb. 25
1919

Above recommendation approved.

Feb. 25
1919

"That methods for administering the Westminster Guild be revised and that a joint committee, similar to that of the Committee on Student Work, be appointed by General Council for initiating plans of work and for acting on such publications as are necessary. Such committee to have power to represent all the Woman's Boards.

WESTMINSTER GUILD

Financial

Stands per letter of Committee Mar. 1916

Recommend that the expense of stationery, stamps and tours shall be borne by Synodical and Presbyterial Societies.

Chicago Nov 1915 slight chg allowed in Committees letter Mar. 1916

Recommend that Westminster Guild Chapters and Circles be allowed to give as an "extra" to the work for Freedmen, provided it is understood that such gift is optional and not required of any Chapter or Circle. The largest support should always be given to the work assigned by the Woman's Boards of Home and Foreign Missions. No Chapter or Circle should assume any "extra" until the shares in regular work have been pledged and paid.

Jan. 21-22 1918

Recommended by General Council that Westminster Guild follow the percent of increase assigned to all womans' organizations.

Letter April 4 1918

Recommendation, January 21-22, 1918, that Westminster Guild follow the percent of increase assigned to all womans' organizations.

Woman's Board of Home Missions voted that this action be laid on the table until the meeting of General Council in June.

"In view of the fact that no uniform percent of increase is to be asked by the Woman's Board:

"The Woman's Board of Home Missions voted that a ten percent increase be asked by all the Boards from the Westminster Guild."

May 31 June 1 1918

Reported that all Boards voted that ten percent increase for Home Missions and ten percent for Foreign Missions should be asked from Westminster Guild for year ending March 31, 1919.

VOTED to approve and recommend.

May 31 June 1 1918

Further action of the seven Boards approved and recommended:

During the same period $2500. for Jubilee Funds for the Woman's Boards of Foreign Missions and $2500. for Cuba Special for the Woman's Board of Home Missions.

Further recommendation by General Council:

The approval of asking $2500. for the year 1919-1920 for each interest, and a net increase on regular gifts based on the gifts of the year 1918-1919.

Whole of above action deemed advisable in view of the plans that had already been made and presented earlier in the spring through Central Committee and the Woman's Board of Home Missions.

WESTMINSTER GUILD

Financial

Feb.25 1919 — That a budget for Westminster Guild be adopted each year, a part of this budget to be assigned to the societies as a per-cent. of increase, the remainder to be expected from the increase in the number of contributing societies; the Foreign share to be pro-rated among the Foreign Boards in the proportion of their gifts.

Feb. 25 1919 — That there be a uniform percentage of increase for the regular and special funds of Westminster Guild, a uniform time set for the sending out of budgets and apportionments, and a uniform method followed by all Boards.

Feb.25 1919 — To approve a joint pledge card for the Cuba-Jubilee Funds in addition to the present pledge cards for regular work and the money for these two objects given during 1919-1920 should be the Westminster Guild share of the New Era Fund.

WESTMINSTER GUILD

Bulletin

Chicago Nov 1915	Recommend that the Westminster Guild Bulletin be sent free only to Synodical and Presbyterial Westminster Guild Secretaries and one copy to each Chapter and Circle.
Chicago Nov 1915	Recommend that we continue to issue Bulletin three times a year with same number of pages, and that a supplement, uniform in shape with the Bulletin, be issued in April or May containing notices of the text-books for the coming year and such other notices as it may be desirable to give Chapters and Circles before September.
Jan 21-22 1918	Recommendation from Westminster Guild Committee that the Bulletin be advertised and handled by Secretaries for Literature. Approved with the amendment "As well as by the Secretaries for Westminster Guild".
Jan 21-22 1918	Recommendation from Westminster Guild Committee that pictures furnished by missionaries be placed in the Bulletin. If this be done, the question arises as to how it shall be financed. Referred, to special Committee on Financing and Distributing Joint Publications.
Jan 21-22 1918	Recommendation from Westminster Guild Committee that General Council make some plan for the financing of the Bulletin. Referred to special Committee on Financing and Distributing Joint Publications.
May 31 June 1 1918	VOTED that on account of the postal requirements which would necessitate many changes in the Westminster Guild Bulletin, it be not entered as second class matter in the Post Office.

WESTMINSTER GUILD

Publications and Report Blanks

Chicago Nov 1915 — Recommend that the expense of organization blanks and literature shall be equally divided between the Woman's Board of Home Missions and the Woman's Boards of Foreign Missions.

Chicago Nov 1915 — Recommend that the name of Secretary be not printed on Westminster Guild stationery. Whenever necessary to use name of Secretary, she shall be designated as Westminster Guild Secretary for Home Missions or for Foreign Missions. ¶ No joint literature shall bear imprint of any one Board.

Chicago Nov 1915 — Recommend that we continue the use of the local blue Westminster Guild report blanks to be filled out by the local Chapter or Circle and returned to the Presbyterial or Synodical Westminster Guild Secretary, and by her to the Home and Foreign Boards.

Jan. 21-22 1918 — Recommend to the Boards to recognize three imprints for Westminster Guild publications:

a. For stationery, report blanks, enrolment cards - "Westminster Guild of the Woman's Boards of Missions of the Presbyterian Church in the U.S.A."
(Note: when necessary, Board addresses shall be given)

b. All Westminster Guild publications shall bear the imprint of General Council with the provision that the name, Westminster Guild, appear on the cover or in some conspicuous place of the publication.

c. When joint publications represent either Home or Foreign interests separately, the name and address of the interest represented will be used, with the imprint of General Council.

Jan. 21-22 1918 — Recommendationsfrom Westminster Guild Committee:

a. That steps be taken to formulate some plan for a basis of reporting which will make impossible in the future such discrepancies between Home and Foreign figures as appear in this year's report.
Referred to Committee. (on Blank)

b. That the sum of Foreign gifts be printed in the annual report.
Approved.

c. That the slip, "Suggestions for the Guidance of W.G. Treasurers" be printed as a national publication.
Approved.

d. That the "Further Words" be revised and reprinted.
No action as the leaflet is now in process of revision.

e. That the slip, "Lest We Forget" be reprinted.
Voted to discontinue for the present.

WESTMINSTER GUILD

Publications and Report Blanks

Jan. 21-22 1918 — Recommendations from Westminster Guild Committee: (cont.)

f. That General Council call attention of all Boards to Recommendations from the Chicago Conference, to the effect that the name of no Secretary appear on Westminster Guild stationery.

Secretary (of General Council) was instructed to call the attention of all Boards to this action.

g. Question of dividing the expense of organization literature between the Woman's Board of Home Missions and the six Woman's Boards of Foreign Missions as provided in the Recommendations from the Chicago Conference.

Referred to General Council Secretary for Westminster Guild to consult with the proper persons and bring further recommendations to the June meeting of General Council.

h. That some ruling be made for the printing of authorized organization literature without special request to General Council and for the financing of same.

Recommend that the Secretary for Westminster Guild and Secretary for Publications be empowered to order the standard organization literature such as stationery, blanks and cards without referring the matter to General Council.

i. That all Boards purchase Westminster Guild pins at once, if same are ordered through General Council.

Recommended that as soon as orders permit, the Westminster Guild Secretary of General Council is empowered to order pins for the Westminster Guild at 25 cents each.

j. That the Secretary for Westminster Guild with the Secretary for Publications be authorized to print sketches and pictures of the new Westminster Guild missionaries.

Recommended that the Secretary for Westminster Guild and the Secretary for Publications be empowered to arrange for bringing up to date and printing as soon as necessary the Auto-biographical Sketches of the W. G. missionaries and the Home Mission Stations leaflets.

Jan. 21-22 1918 — Recommend that the Secretary for Westminster Guild be authorized to print "Hints for 1918-1919".

Jan. 21-22 1918 — Question of printing and financing a set of programs on Westminster Guild Home Mission stations and Foreign Mission missionaries was referred to the special Committee on Financing and Distributing Joint Publications.

Jan. 21-22 1918 — Preparation of stereopticon lecture on Home and Foreign Westminster Guild objects was referred to the Secretary for Westminster Guild.

May 31
June 1 1918 — Recommendation from Secretary for Westminster Guild approved:

That the leaflet, "Westminster Guild in Outline" shall be brought un-to-date and reprinted.

WESTMINSTER GUILD

Publications and REport Blanks

Feb. 25 1919	That "Westminster Guild in Outline" be reprinted and that there be no further reprint of the Circle Leaflet.

THE WESTMINSTER GUILD

Educational

Chicago Nov 1915 — Recommend that we continue a separate blue enrolment card for Westminster Guild.

Chicago Nov 1915 — Recommend that no special packets of helps be provided for Westminster Guild, but that the packets for regular mission study be used with special adaptation to the Guild need, when desired.

Jan 21-22 1918 — Recommendation from Westminster Guild Committee that some plan for the financing of helps for the new study books be authorized.

Referred to special Committee on Financing and Distributing Joint Publications.

Jan 21-22 1918 — Recommendation from Westminster Guild Committee that the Secretary for Westminster Guild, with the Secretary for Publications, be empowered to secure authors for and publish helps on the study books used by Chapters and Circles in both Home and Foreign Missions for the year 1918-1919.

Recommended that the Secretary for Westminster Guild in consultation with the Westminster Guild Committee of the Woman's Board of Home Missions, select the Home Mission study books and helps, and with Westminster Guild sub-committee of Executive Committee of Central Committee select the Foreign Mission study books and helps.

May 31 June 1 1918 — Enrolment card as submitted by Board of the Northwest was referred to the combined meeting of the Westminster Guild Committee of the Woman's Board of Home Missions and the Westminster Guild sub-committee of Executive Committee of Central Committee to be called by the Westminster Guild Secretary by order of General Council.

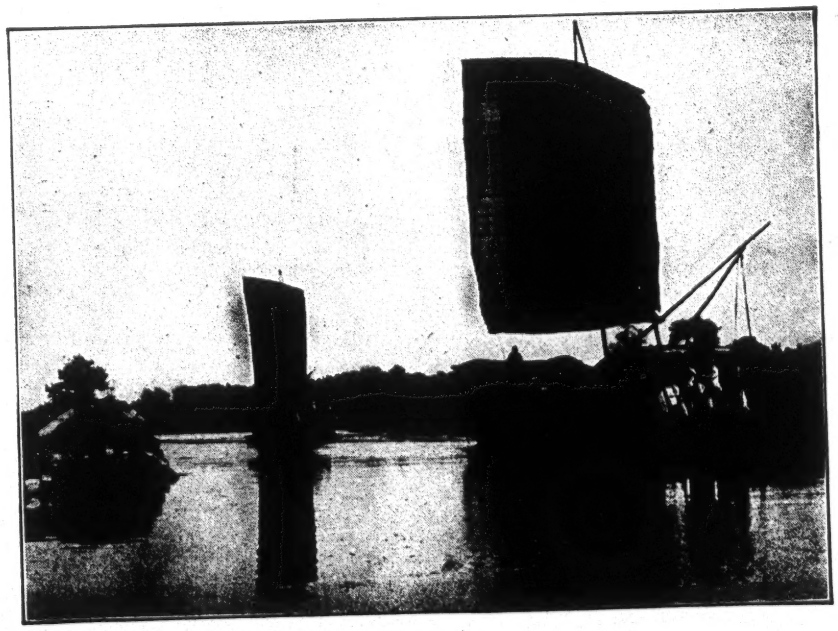
May 31 June 1 1918 — Question from Board of the Northwest asking that Program Meetings (Mission Study) in Westminster Guild organizations be reported in the same manner as when held in other societies.

Referred to the combined meeting of the two Westminster Guild Committees

THE WESTMINSTER GUILD

GOLDEN GIFTS

1918-1920



A RIVER SCENE IN CHINA

FOREIGN MISSIONS

SHOUDJOU, CHINA

THE new Westminster Guild Station is at Shoudjou on the Hwai River, in the Kiang-an Mission, and has been operated as an out-station from Hwai Yuen. This station, when fully developed, will include medical, educational and evangelistic work. This city of 30,000 inhabitants is one of the most wide-awake and progressive in China. Many of the people who are wealthy and cultured, conserve the best of the old customs and yet are eager to learn new ways. They welcome the missionaries to their homes with the utmost cordiality. From these homes will come the future leaders of the new China. Shoudjou presents a rare opportunity to win to Christ the leaders who are so hard to reach in many other parts of China.

GOLDEN GIFTS OF THE WESTMINSTER GUILD

IN the year 1920 is to be celebrated the 50th Anniversary of the organization of Foreign Missionary service by Presbyterian women. The Westminster Guild is to participate in the celebration of this Jubilee. Outward and visible signs of gratitude for what God has wrought in the fifty years will be the bringing to Him between now and the Spring of 1920 four great gifts:

A GIFT OF PRAYER

Presbyterian women and girls praying for the Christian conquest of the world.

A GIFT OF SERVICE

Enlisting new members and new leaders in Christian service.

A GIFT OF LIFE

Carrying the Gospel message to the whole world.

A GIFT OF GOLD

Attaining a higher ideal of stewardship, and a will to give. $500,000 for Foreign Missions in two years from Presbyterian women.

THE special share of the Westminster Guild in this Gift of Gold is the support of its own station at Shoudjou, China, for which $5,000 is asked—$2,500 for each year of the Jubilee.

As the Westminster Guild is a joint organization working for both Home and Foreign Missions, it is asked to make a similar gift for its own Home Mission station at Vedado, Cuba, $5,000 in two years—$2,500 each year.

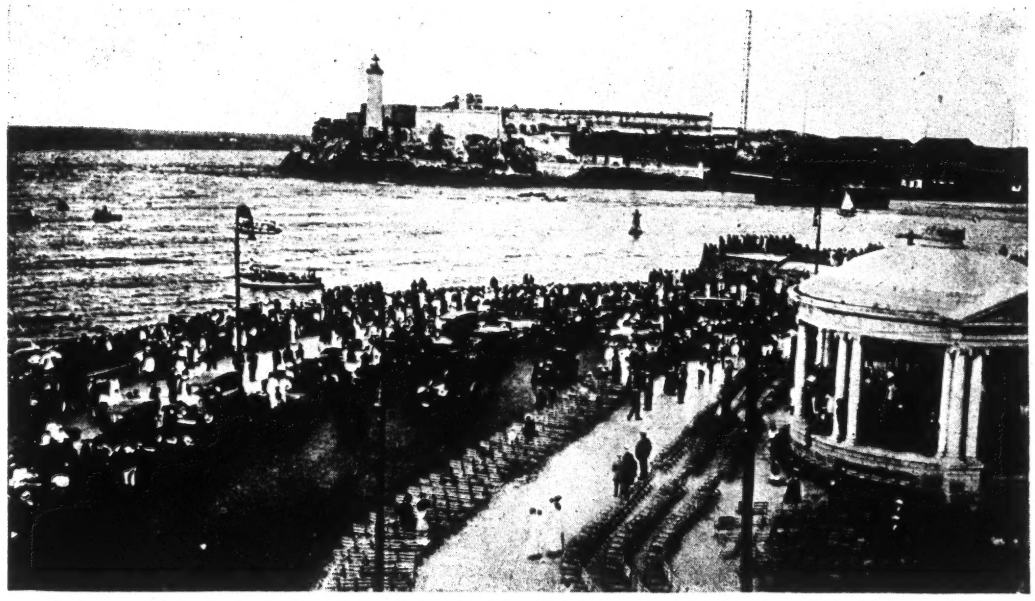
Twenty-five hundred dollars for each interest should be in the hands of the Boards before March 15, 1919.

These Golden Gifts must be over and above the gifts for the rapidly growing pledged work of the Westminster Guild.

HOME MISSIONS

VEDADO, CUBA

VEDADO is a large and rapidly growing suburb of Havana, having a fine location and a natural tropical setting of great beauty. The district includes the homes of the very wealthy as well as the poor, and has in its population some of the finest material for leadership which Cuba offers. The new Westminster Guild work is a school here which will supply an urgent need and be welcomed and supported by the people and will make a great impress on the community on behalf of Protestantism. It could be developed into a great factor in neighborhood life and furnishes one of the most promising openings for service under the Woman's Board of Home Missions.



HAVANA HARBOR

General Council
of the Woman's Boards of Missions of the Presbyterian Church in the U. S. A.

Woman's Boards of Foreign Missions

THE WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH
501 Witherspoon Building, Philadelphia, Pa.

WOMAN'S PRESBYTERIAN BOARD OF MISSIONS OF THE NORTHWEST
Room 48, 17 North State Street, Chicago, Ill.

WOMEN'S BOARD OF FOREIGN MISSIONS OF THE PRESBYTERIAN CHURCH
Room 818, 156 Fifth Avenue, New York City

WOMAN'S PRESBYTERIAN BOARD OF FOREIGN MISSIONS OF THE SOUTHWEST
Room 707, 816 Olive Street, St. Louis, Mo.

WOMAN'S OCCIDENTAL BOARD OF FOREIGN MISSIONS
920 Sacramento Street, San Francisco, Cal.

WOMAN'S NORTH PACIFIC PRESBYTERIAN BOARD OF FOREIGN MISSIONS
454 Alder Street, Portland, Ore.

Woman's Board of Home Missions of the Presbyterian Church in the U. S. A.
156 Fifth Avenue, New York City

THE WESTMINSTER GUILD

Publications and Report Blanks

May 31
June 1
1918

Question from Board of the Northwest asking that some plan be evolved for proper adjustment of the expense of organization literature for joint organizations.

VOTED that the cost or organization literature for Westminster Guild be divided equally between the Woman's Board of Home Missions and six Woman's Boards of Foreign Missions.

May 31
June 1
1918

Question of distributing Westminster Guild organization literature was by common consent referred to the combined meeting of the two Westminster Guild Committees.

May 31
June 1
1918

VOTED to recommend that there be a Westminster Guild leaflet prepared which shall present the Jubilee object for the Foreign Boards and the Cuba special of the Woman's Board of Home Missions, and the cost of the leaflet be divided equally between the two interests.

May 31
June 1
1918

Question from the Board of the Southwest:

Is it possible to have some adjustment concerning the sending of joint literature into the territories?

Referred to the meeting of the Westminster Guild Committees representing the two interests, - the understanding being that the past year has not been a fair test, but that work is better organized now and will be carried on in a more satisfactory way in the future.

STUDENT WORK

General

Chicago Nov. 1915 — Recommend that all gifts for Student Work shall come through the regular channels of the Boards.

Chicago Nov. 1915 — Recommend that as the meetings of the Joint Committee on Student Work are held in New York City, the expenses of the member of the Philadelphia Board who represents the Foreign Boards on that Committee shall be taken from the share of the budget pro-rated among the Foreign Boards.

Carried Jan 17, 1917

Chicago Nov. 1915 — Recommend that Student Secretary (Field) send annually to the Student Secretary of the Foreign Board and the Student representative of Home Board in her district, lists of Alumnae in her territory, with notes on their qualifications and abilities. The Board Student Secretary should communicate with these young women either directly or through any of the Young People's Secretaries of her Board, explaining Board methods and presenting plans of service and introducing them to their Presbyterial officers.

That the Student Secretary (Field) in writing to the Alumnae introduce them to their Boards, Home and Foreign.

Recommend that if at the end of six months the Student Secretary of any Board fails to do the work committed to her, the Joint Committee on Student Work shall communicate with those on the Alumnae list, provided previous notice has been sent to the Board.

Recommend that the Board Student Secretary make quarterly reports to the joint Committee and that she also notify the Committee when she has succeeded in placing the girl.

Sept. 28 1916 — VOTED that the present organization of Westminster Guild Council and of the Joint Student Committee hold over until the June meeting of General Council.

June 5 1916 — Recommend that our field Student Secretaries do not engage in evangelistic campaigns, but that if a campaign is in progress in a college to which a Student Secretary has been promised, the Secretary may speak from the platform at meetings, if the Joint Committee on Student Work is unanimously in favor of it, but may not actively participate in the campaign.

Changed to

Sept. 28 1916 — The Student Secretaries shall confine their activity to the presentation of the work assigned to them by the Woman's Boards of Home and Foreign Missions.

VOTED that the interpretation of the wording of the title of this body is "General Council of the Woman's Boards of Missions of the Presbyterian Church (in the) U.S.A."

STUDENT WORK

General

Jan. 17 1917 — Following recommendations of special Committee accepted: (see also Standing Rules)

For simplicity in imprint and administrative purposes the name:

Committee on Student Work of the Woman's Boards of Missions of the Presbyterian Church in the U.S.A.

Purpose

1. To identify the student with the interests of the Church and Mission Boards during the student days.
2. To relate the alumna or non-graduate to the missionary activities of the Church

Field Student Secretaries

The minimum salary shall be $1000.00
The maximum salary shall be $1800.00

Sept. 28 1916 — Two matters were presented:

1. Special objects for student gifts
2. Joing presentation of Home and Foreign Missions.

After discussion of these matters they were referred back to the Joint Student Committee with approval of the spirit of the subject and a desire for more detailed recommendations.

Jan. 17 1917 — At the meeting of September 28th, the Joint Committee on Student Work had been asked to report upon the suggestion that the Foreign Board Student Secretaries should make a joint presentation of Home and Foreign Missions. The Committee reported that the Home Board had voted against it, and that therefore the matter is closed.

It also reported that the Home Board approves giving a Home and a Foreign object to the college girls and alumnae, but the Foreign Boards approve of giving them to undergraduates only and that therefore the matter is closed. The Foreign Boards were prepared to suggest ~~our~~ object on the Foreign Field if the Home Board had a similar one to offer on the Home Field, but since it had none, the Foreign Boards did not present their objects.

Letter March 22 1917

June 19-20 1917 — The following recommendation, originally presented January, 1917, by the Joint Committee on Student Work in regard to an object for college girls was read:

STUDENT WORK

General

"That Joint Committee recommend that there be chosen one Home and one Foreign object with a definite appeal for college women, to which can be applied voluntary contributions from girls in our denominational colleges and from Presbyterian alumnae. (Such objects, for instance, as a woman's college in some foreign country, and home mission field work where girls who so desire may do volunteer service, are suggested.)"

In January 1917, the Foreign Boards reported that they approved of giving such an object to undergraduates only.

A communication to General Council from the Woman's Board of Home Missions stated that it has voted to assign an object to undergraduates only.

It was voted that all the constituent Boards having accepted the plan of presenting to undergraduates in denominational colleges objects for voluntary gifts for Home and Foreign Missions, the Council hereby approves that plan and Central Committee and Woman's Board of Home Missions are authorized to proceed with the choice of such objects to be sent to the Boards Student Secretaries and the Student Committee to be presented to undergraduates.

Jan. 21-22 1918 — The Student Committee again referred to General Council the question of gifts from alumnae, recommending that such gifts be received for the special college objects, until such alumnae are definitely identified with organized missionary interests of their Church.

VOTED to recommend to the Boards that no change be made in our ruling concerning alumnae gifts, it being understood that Student Committee while carrying on no propaganda may receive gifts from alumnae for the special objects assigned to the undergraduate college girls for support.

June 19-20 1917 — VOTED that the Student Committee in consultation with the Chairman of General Council engage the Field Student Secretaries.

VOTED that the financial statement to General Council be that of the fiscal year.

VOTED that the budget be considered in January (at the January meeting of General Council.

Agreed that it is the duty of the outgoing Committee to plan summer conferences and early autumn work.

June 19-20 1917 — Following recommendations from Central Committee were adopted:

1. That a new field Student Secretary shall be secured as soon as possible who shall have a thorough knowledge of Home and Foreign Missions.

STUDENT WORK

General

2. That there be closer cooperation between the Boards, the Board Student Secretaries, and the Student Committee.

3. That the field Student Secretary shall consult the President of the Board and its Student Secretary before entering that Boards territory.

June 19&20 1917 — Miss Walker presented a plan proposed by Miss Laughlin and herself to meet the present emergency as there is now no Student (Field) Secretary able to do full duty:

a. That there be a full meeting of the Student Committee including the Student Secretary of each Board, held in New York in the fall, the meeting to be financed by a transfer of funds from salary to travel account in the amount appropriated to Student Committee.

b. That Miss Laughlin plan itineraries for Board Student Secretaries in the colleges, to present the whole work of the Church, Miss Laughlin herself to visit the colleges in the territories of the New York and Philadelphia Boards; all these itineraries to be finance d by Student Committee's funds

c. In the spring Miss Laughlin to visit the headquarters of each Board to gather results.

VOTED that General Countil approves the plan for a conference in New York City of the full Student Committee, which includes the Board Student Secretaries, the expenses of which conference shall be met by the transference of funds from salary account to travelling account, the details of the conference and plans for work during the present emergency to be left to the Committee with power.

VOTED that the following action of Central Committee in regard to the emergency plan be spread upon the Minutes and appreciation of General Council be recorded:

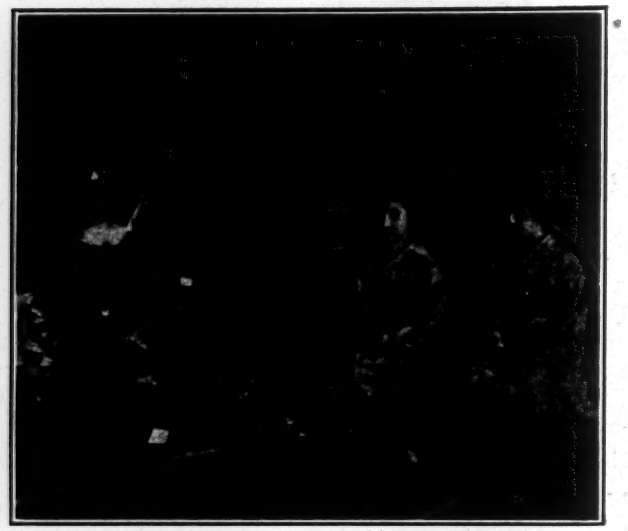
"In the present emergency Central Committee is willing that the Board Student Secretaries shall present Home and Foreign Missions under the proposed plan, or if that becomes impracticable the Boards shall arrange for such presentation of the work in their own territory in consultation with the Student Committee."

Jan 21-22 1918 — Request from the Student Committee that General Council appoint a Committee to assist in emergencies.

VOTED that General Council adhere to its ruling concerning ad interim business.

May 31 June 1 1918 — VOTED that all printing provided for in the budget of the Committee on Student Work shall be left to the Committee, but any special printing, in accordance with previous action, Feb. 6, 1918, shall be referred to Secretary for Publications for approval

Ah, let us follow, follow far,
Beyond the purple seas;
Beyond the rosy foaming bar
The coral reef, the trees.
Onward and onward, if we can
To Old Japan, to Old Japan.



A Proof of Friendship
to the Christian Women of Japan

What Is Your Part as an American College Woman?

1. To go yourself as a teacher, or,
2. To send your money and thus make it possible for another college woman to go.

Every Presbyterian college in the United States will want to respond to this appeal because,

1. Smith, Kentucky and Tokio College are given to *you* to support as your special fields for service.
2. These are both brand new enterprises and here is your opportunity to demonstrate what interested, wide-awake, enthusiastic college girls can do.
3. Money should be divided equally, one half going to Smith, and one-half to Tokyo.

COMMITTEE ON STUDENT WORK
OF GENERAL COUNCIL
of the
WOMAN'S BOARDS OF MISSIONS
OF THE PRESBYTERIAN CHURCH IN THE U. S. A.
Room 636, 156 Fifth Avenue, New York

WOMAN'S BOARDS OF FOREIGN MISSIONS

Woman's Foreign Missionary Society of the Presbyterian Church
501 Witherspoon Building, Philadelphia, Pa.

Woman's Presbyterian Board of Missions of the Northwest
Room 48, 509 S. Wabash Avenue, Chicago, Ill.

Woman's Board of Foreign Missions of the Presbyterian Church
Room 818, 156 Fifth Avenue, New York City

Woman's Presbyterian Board of Foreign Missions of the Southwest
Room 707, 816 Olive Street, St. Louis, Mo.

Woman's Occidental Board of Foreign Missions
920 Sacramento Street, San Francisco, Cal.

Woman's North Pacific Presbyterian Board of Missions
454 Alder Street, Portland, Ore.

WOMAN'S BOARD OF HOME MISSIONS
156 Fifth Avenue, New York City

"Thou hast something of great worth;
Sell it not for all the earth,
Someone needs it; never stay
For asking—give it all away."

An S. O. S. Call to Presbyterian College
Girls from the Kentucky Mountains

Service

"Carry on" the blessings of college days by giving Christian education to 60 boys and girls from the 5th to the 8th grades through the new Community Life School in Smith, Kentucky.

The ground has been bought and the children are waiting for the building. Our teacher writes: "we have started an honor-roll of volunteer labor, which has stimulated great interest among the boys. Herbert and John Burkhart aged 15 and 13 years respectively, are indefatigable and have hauled alone most of the stone to the building site. On Saturday seven of my Sunday School boys and I, with two teams hauled 18 loads of sand. I am keeping an accurate record of their work in money value so that in later years they can know how much they put into the school."

H auling sand may not be your part, but you may use college gymnasium training to teach these kiddies games, drills and folk dances; to build up the health of the older girls by means of proper exercise; to organize Playground work; to start a Folk School for men and women.

E ach girl may be taught to cook and to make over the dilapidated mountain cabins into real homes by your Domestic Science girls.

L et your nurse's training bring health and happiness to this community.

P rovide extension courses for girls who cannot leave home for a whole year but who are free during the few weeks between the closing of the county schools and the opening of the farming season and who can learn sewing, cooking, home nursing, English, geography and agriculture.

U nless you Church and College trained women bring a living knowledge of the Gospel of Jesus Christ to these people they will not know Him.

SO USE YOUR TALENTS.

Opportunity

After a girl had returned from one of our schools to her cabin home, her old mother said to the teacher, "She won't let me do nary a thing and hits a sight the way she washes up the dishes with two pans of hot water just a wrenching and a washing up a handful of dishes." Don't you envy the teacher her part in bringing about such a transformation?

You may have it:

(a) Go down as a teacher after you graduate, or
(b) Spend a summer vacation in the mountains doing volunteer work.

Sacrifice

Save your money and help to build,

1. A model cottage with sleeping porches and rooms to accommodate ten girls.
2. A small dispensary where medical and surgical cases may be treated.

Go without something you want and help to send to these people,

(a) Head Worker
(b) Nurse
(c) Home Science Teacher

The building site is ready—will you give them a building?

The children are waiting to learn—will you send them a teacher?

The people need health, comfort and education. Will you give them "the abundant life" made possible for you and me by the death of Him we love and whom we want to serve?

A Triangle of Union Women's Colleges in the Orient

One apex is Ginling College at Nanking, China, where graduates of Mt. Holyoke, Smith, Goucher, University of Chicago, University of Illinois, and the Women's Medical College of Philadelphia are on the teaching staff.

A second apex is Madras Christian College for Women, at Madras, India, where graduates of Mt. Holyoke, Wellesley, Western College in Ohio, Chicago University and Vassar are on the teaching staff.

The third and newest is the Woman's Christian College of Japan at Tokyo, with 1918 as its foundation year.

What Is the Strategic Value of These Colleges in the Orient?

1. They embody the growing impulse of our day toward union effort in denominationalism. We are learning to stand together when we wish to make a big drive.

2. They provide Christian education for Oriental women which they would not get through their government schools.

Why Does Japan Need This College?

1. Because the gap between men and women intellectually is today greater than in feudal days.

2. Because Japan leads the Orient, and Japan's women must be fitted to share in its leadership.

3. Because the government scheme for higher education practically leaves the women out. In Tokyo there are 5200 University students but not one woman is admitted.

Are Japanese Women Ready for It?

YES—especially now when important family and social adjustments call for trained leaders.

The submissive little housewife surely needs enlarged vision to become a wise mother and intelligent helpmate in the affairs of the home and society. She has always been intensely patriotic releasing her husband and sons from home ties for military duties with utter self-abnegation.

The Women's Patriotic Association of nearly a million members shows what organized Japanese women may do along the line. When the scope of her life enlarges to understand the needs of factory women, tuberculosis hospitals, and change in intolerable social conditions, she will become a powerful agency for uplift in the Sunrise Kingdom.

What Do Japanese Say About It?

Miss Ume Tsude writes: "A Christian college for the education of Japanese women is an imperative need if they are to be made efficient for life work. A Christian college giving liberal courses of study and varied departments of work, fully equipped and endowed as many institutions for men are, would help fill the intellectual gap between men and women. The effect of this gap is deplorable on the home life. For the sake of the home and the men as well as the women themselves, a Christian education for women on higher lines should receive the warmest support and encouragement from every Christian man and woman."

What Are the Plans for the College?

The Baptist, Methodist, Reformed, Methodist Church of Canada, and Presbyterian Mission Boards are uniting to raise the necessary funds and equipment.

Dr. Nitobe, a notable writer, is the honorary President, and Miss Yasui, the foremost woman educator in Japan, is its Dean. Temporary quarters have been rented just outside the city of Tokio where the first class is being enrolled.

STUDENT WORK

General

Jan. 21-22 1918

Stated that a leaflet was being prepared presenting the Home and Foreign Missionary objects assigned to students for support. Student Committee asked that General Council approve placing on this leaflet a single name, or at most two names, to whom all contributions of college students may be sent, said contributions to be equally divided between the Home and Foreign objects.

VOTED that the names and addresses of all seven Boards be printed on Student Committee leaflets.

VOTED that the Field Student Secretaries send annually or semi-annually to the college girls a statement that any gifts for Home and Foreign Missions should be sent to the Treasurer of the Woman's Board of Home Missions and the Treasurer in whose territory their institution is located.

STUDENT WORK

Budget

Jan. 21-22 1918

The budget for Student Committee for the year 1918-1919 was approved and recommended to the Boards.

Salaries		$2700.00
Rent		183.34
Travel		1100.00
Administrative		
Postage	$125.00	
Typewriting & stenography	175.00	
Telephone and telegraph	50.00	
Stationery and printing	30.00	
Sundries	25.00	405.00
Margin		11.66
		$4400.00

Committee asked that a sum not to exceed $200.00 be approved for printing leaflets and such other literature as Student Work may demand - this money not to be included in the regular quarterly payments, but subject to requisition on request in writing from the Committee on Student Work countersigned by the Secretary for Publications of General Council.

Request was approved and recommended.

STUDENT WORK

Budget

Jan. 17 1917 — Chairman of Joint Student Committee presented tentative budget for the year 1917-1918. It represents a typical year. Budget was recommended to the Boards for adoption.

SALARIES

Miss Laughlin, March 15, 1917 to Sept. 1, 1917 (Rate of $1400.00 per year)	$641.67	
Miss Laughlin, Sept. 1, 1917 to March 15, 1918 (Rate of $1500.00 per year)	812.50	
Estimated additional amount required for salary of associate secretary and for office assistants	1454.17	
	1145.83	2600.00
RENT ($275.00 - 1/3 off)		183.34
TRAVEL		1300.00
ADMINISTRATIVE		475.00
(Items included in "Administrative" include printing, stationery, typewriting, stenography, postage, telegrams, telephones, etc.		
MARGIN		41.66
		$4600.00

WOMAN'S BOARD OF HOME MISSIONS SHARE OF BUDGET

TOTAL BUDGET	$4600.00	
Less salaries (Home Board share paid direct to Secretaries)	2600.00	$2000.00
One Half Share		$1000.

(To be paid quarterly - each payment ($250.00 - March, June, Sept. and) (December, 1917)

WOMAN'S BOARDS OF FOREIGN MISSIONS SHARE OF BUDGET

TOTAL BUDGET	4600.00	
Less Home Board half	2300.00	2300.00
Plus Travel Account - Philadelphia Member	45.00	2345.00

To be paid quarterly - each payment $586.25 - by the Treasurer of Central Committee in March, June, September and December.

Feb.25th
1919

Student Work

(1) a. To approve the tentative budget of $7483.34 presented by the Student Vommittee as follows:

Salaries.....	$4,800.00
Rent.....	183.34
Travel.....	2,000.00
Administrative	
Postage.....	125.00
Typewriting, etc.....	100.00
Telegrams & telephones..	50.00
Stationery & Printing...	200.00
Sundries.....	25.00
	$7,483.34

b. To accept the offer of the City and Immigrant Work Office of the Board of Home Missions to assign Miss Helen Crawley to the work of the Student Committee without expense as to salary to that body - as per statement herein appended:

Dr. Shriver of the Department of Immigration of the Board of Home Missions has offered to release Miss Crawley, who is now serving under the Home Board, for a period of one year in order that she may serve as Student Secretary under the Committee on Student Work. She will present both Home and Foreign interests. Her salary will continue to be paid by the Board of Home Missions.

c. To recommend to the Student Committee the constant utilisation of at least three Secretaries (including Miss Crawley) or their equivalent.

d. To empower Student Committee to transfer any balance of funds in its Budget from salary account to travel account.

e. To reply to the overture of the Board of Foreign Missions asking that Student Committee assist in the carrying out of the Northfield Program that in so far as the work of the Northfield Program can be combined with schedules of the Secretaries of the Student Committee, these latter shall cooperate fully in the plans and purposes of the special effort; that, appreciating the offers of financial help, the salaries of the Secretaries shall be carried by Student Committee and that the travel expenses shall also be thus borne by the Committee, except in possible cases where emergency workers may be needed for brief service in this special drive; all details of adjustments in this matter being left to the Student Committee.

(2) Salary Increase

That from January 1, 1919, the salary of Miss Laughlin be increased to $1800.00 a year and that of the Associate Secretary, Miss Cheek, to $1500.00 a year on the understanding that this advance can be met without extra appropriation for the year ending March 15, 1919.

(3) Scholarships in Training Schools

In replying to the recommendation of Student Committee

that the Woman's Boards provide scholarships in Training Schools, and other offers of employment and assistance for college girls offering themselves for Christian work, General Council desires:

a. To express its full sympathy with Student Committee in making this recommendation and to recommend

b. That the Boards make all possible effort to secure a greater number of scholarships which may be at the disposal of college girls, such as scholarships to be held and controlled by the various Woman's Boards.

c. That General Council appoint a committee of three to place before the Boards the pressing need for such scholarships and suggest plans for securing gifts and special funds for financing these scholarships.

d. That the work of the Vocational Secretary be conducted by the Office Secretary of the Student Committee.

(4) Committee Conferences

It was agreed that the Student Committee had power to hold a conference with any group regarding the work of its committee, but that matters requiring Board action must be referred to General Council for approval.

(5) Literature for Student Conferences and College Work

That literature for use of the Student Committee for Summer Conferences and College Work be sent free of charge by the Woman's Board of Home Missions and the territorial Woman's Foreign Board in which the conference meets.

STUDENT WORK

Student Volunteer Campaign

Jan. 21-22 1918 — After some discussion as to the possibility of General Council partaking in the Student Volunteer Campaign this year, the following recommendation was presented:

(Jan. 21) — That it is the sense of General Council that in any such all-inclusive program for the students of our country as that outlined at the Student Volunteer Conference at Northfield, that the program include the interests of Home as well as Foreign Missions, in order that the program may be one truly world-inclusive.

After further discussion the question was laid on the table. Was taken from the table and after brief discussion was lost.

Jan. 22-22 1918 (Jan. 22) — Question of General Council's relation to the new program of the Student Volunteer Movement was again presented. VOTED to adjourn to meet February 6, to consider Student Committee, and any other business.

Jan. 21-22 1918 (Feb. 6) — During the interim, the Student Committee had requested that all the members of that Committee be allowed to sit with General Council while its relations to Student Volunteer Movement were being discussed. Written votes had favored the presence of the members of Student Committee.

(Feb. 6) — The great program of the Student Volunteer Movement seems to open up such an opportunity for work by our Student Committee through the Field Student Secretaries that the Committee felt the need of advice and counsel from General Council and if possible more help from the Boards. The following recommendation was approved: That General Council recognize with deep gratitude the rising spiritual tide among all students in our land and urges an even wider program of service through the Field Student Secretaries and Student Committee of General Council during the coming year.

Providing for such enlargement of work, General Council recommends to the Boards for favorable consideration the granting of an additional budget not to exceed $1600.

EDUCATIONAL

General

Chicago Nov. 1915	Recommend that all Home and Foreign Educational Secretaries bear the same title, "Secretary for Missionary Education".
Chicago Nov. 1915	Recommend that the Woman's Home and Foreign Boards approve the appointment by Synodical and Presbyterial Societies of Secretaries for Missionary Education, who shall promote both Home and Foreign Missions. (One Secretary for both.)
Chicago Nov. 1915	Recommend that we so unify our work that "Instructions to Secretaries for Missionary Education" shall apply to both Home and Foreign work.
June 19-20 1917	Recommend that it shall be changed to read: "Recommend that we endeavor to unify our work so that instructions sent to Secretaries for Missionary Education shall so far as possible apply to both Home and Foreign work, and that the Boards of Home and Foreign Missions print such instructions separately under their usual imprints."
June 5 1916	Recommend that missionary education in the local church shall be promoted from headquarters through the Board Secretary who should maintain a personal touch with the leaders and organizers of mission study classes in Presbyterial and Synodical Societies, and also by Synodical and Presbyterial Secretaries for Missionary Education in cooperation with the Board Secretary.
Jan. 17 1917	Recommend that where Presbyterial Normal Study classes or courses are planned the Board be granted $5.00 for providing leaders for each session of the class and that for an interdenominational lecture course $10.00 be granted for each session, and that entertainment be not required. Any change necessitated by local conditions shall be arranged by the respective Boards.
Feb. 25 1919	That Board Secretaries for Missionary Education correspond with both synodical and presbyterial secretaries for Missionary Education in regard to the promotion of Mission Study Classes.

EDUCATIONAL

Enrolment Cards
Packets of Helps
and
Reports

June 5 1916 — a. Recommend that local mission study classes be reported by their leaders directly to the Boards through enrolment cards. That Board Secretaries send copies of these records, monthly if possible, to Synodical Secretaries, who in turn will send copies to their Presbyterial Secretaries.

b. That Presbyterial and Synodical Secretaries shall, in addition, secure records of classes which have not previously reported, and forward to the Boards.

Chicago Nov. 1915 — Recommend that no special packets of helps be provided for Westminster Guild, but that the packets for regular mission study be used with special adaptation to the Guild need, when desired.

Chicago Nov. 1915 — Recommend that we continue a separate blue enrolment card for Westminster Guild.

May 31 June 1 1918 — Voted that inasmuch as the plan porposed by Chicago Conference in regard to mission study enrolment cards has not been entirely satisfactory, that General Council recommend that when a study class is being organized, a double card be sent by the Board to the study class leader, one part to be returned to the Board, the other to be sent to the Presbyterial Secretary for Missionary Education; later information concerning the class to be received by the Board and Presbyterial Secretary through the regular channels.

May 31 June 1 1918 — Question from Board of the Northwest asking that Program Meetings (Mission Study) in Westminster Guild organizations be reported in the same manner as when held in other societies.

Referred to the combined meeting of the two Westminster Guild Committees.

EDUCATIONAL

Standards and Definitions

June 5 1916 — Standard for Missionary Education in the Woman's Boards of Missions of the Presbyterian Church:

The scope of missionary education in a local church embraces all methods now in general use, the mission study class, the lecture course, the program meeting, the reading circle, the use of missionary libraries, magazines, charts and pictures, the missionary address and missionary demonstrations. It should also include a graded system of missionary education for the young people, the promotion of giving and the development and use of service.

a. The Study Class

A small group of persons who meet frequently, preferably once a week, for the systematic study, under a leader, of some one of the mission fields or problems. The course should include from six to ten sessions. (Four session courses are not recommended for the local class using the six or eight chapter books, but for field secretaries and intended to demonstrate in a brief space of time practical mission study methods.)

For the best work the class should number from ten to twenty members. Its method is not the lecture or program method but informal discussions. Each member owns a textbook, perpares an assigned lesson, and quite freely and informally participates in the discussions of the class hour. The leader plans the course, outlines the assignments, endeavors to stimulate discussion and to guide it to conclusions of value and always seeks to call forth self-expression on the part of the members of the group. Leaders should study methods of teaching carefully, and constantly endeavor to improve the standard of work done.

This method of missionary education is adaptable to all grades of students, and leaders should not be discouraged or deterred from attempting the work because of the high standard set.

b. The Lecture Course

The lecture course is closely allied to the study class. It reaches a much larger group, and persons unwilling to enter a small group in which they will not have to take part will attend a lecture course in which they will not be called upon to participate. This method should not be considered a substitute for the mission study class.

c. The Program Meeting.

The program meeting provides for the presentation by one or more persons of topics centered about a particular mission field or problem. It is not a substitute for the mission study class, as the mission study class is not a substitute for the program meeting. The two are separate and should be kept distinct. The mission study class trains leaders and participants for the program meeting, and the program meeting finds a point of contact with the uninterested and thus furnishes members for the mission study class.

d. The Reading Circle

The reading circle may be a group of persons who agree to meet at stated intervals at which time some one of the number reads aloud a book on one of the mission fields or some interesting phase of

EDUCATIONAL

Standards and Definitions

June 5 1916 — the work. The reading may or may not be followed by informal discussion. Or a group of persons may agree to read in their own homes some interesting missionary book and meet regularly to discuss informally what they have read.

Sept 28 1916 — Request was made that there be a short definition of

a The mission study class
b The lecture course
c The program meeting
d The reading circle

Referred to a committee.

Jan 17 1917 — Committee appointed to prepare a short definition of a mission study class, etc., reported as follows:

MISSION STUDY DEFINITIONS

Mission Study Class

Changes June 19-20 1917 — A small group meeting frequently to study and discuss, under a qualified leader, a mission study text-book. Intensive. Thorough. Trains leaders. The most satisfactory form of mission study.

Program Meeting

A meeting, or series of meetings, either in connection with a missionary society or independent of it, providing for the presentation by one or more persons of topics from a mission study text-book.

Reading Circle

(a) A group meeting at stated intervals to read and to discuss a mission study text-book, or other interesting missionary book.
(b) A group of persons who agree to read separately assignments from such books and to mee t for informal discussion.

Lecture Course

A series of lectures by a qualified leader on the subject matter of a text-book. The course may be adapted to a class consisting of persons from different Presbyterian Churches or to an interdenominational class. The lecture course is not a substitute for a mission study class.

Note: The text-books for each form of mission study are preferably those recommended by the General Boards and by the Woman's Boards of Missions.

Report was adopted as a whole. Committee was continued and asked to prepare a short standard.

Mission Study Class

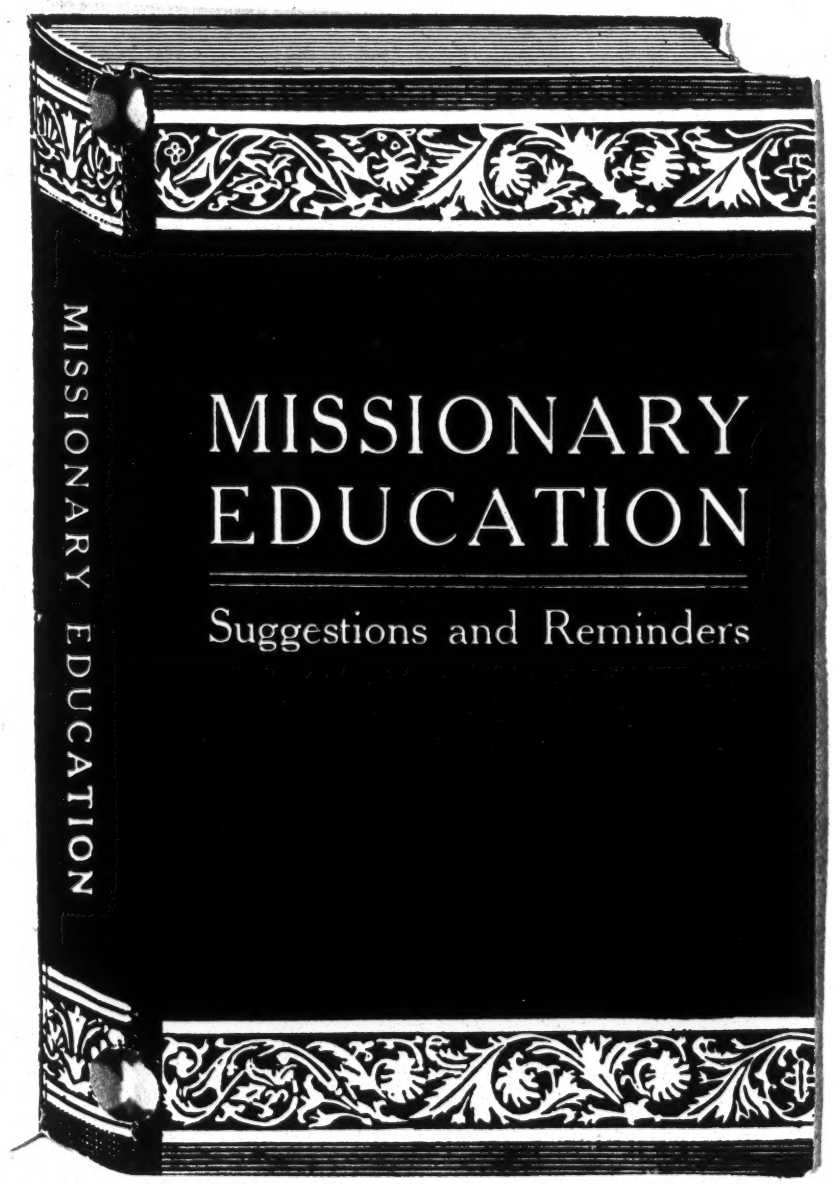
A small group meeting frequently to study and to discuss under a qualified leader a mission study text-book. Intensive. Thorough. Trains leaders. The most satisfactory form of mission study.

Standard:

1. A text-book owned by each member.
2. Six to twenty members.
3. Meetings once a week.
4. Six to ten sessions.
5. Duration of session—one hour to one hour and a half.
6. Assigned lessons.
7. Intensive study.
8. Free, informal discussion.
9. Self-activity and self-expression on part of all the members.
10. Training of future leaders.

NOTE: The text-books for each form of mission study are preferably those recommended by the General Boards and the Woman's Boards of Missions.

Woman's Board of Home Missions
of the Presbyterian Church in the U. S. A.
156 Fifth Avenue, New York



Missionary Education

Aims:

1. To give clear and accurate knowledge of missionary facts and problems.
2. To create deep and personal appreciation of the need of individuals and of society for Jesus Christ.
3. To enlist volunteers for permanent service in the missionary enterprise.
4. To hasten the coming of the Kingdom of God.

Forms:

1. Mission Study.
    1. Mission Study Class.
    2. Program Meeting.
    3. Reading Circle.
    4. Lecture Course.
2. Missionary libraries.
3. Magazines and leaflets.
4. Summer Conferences and Winter Institutes.
5. Missionary exhibits, charts, posters, pictures, maps.
6. Missionary addresses.
7. Missionary demonstrations, plays and pageants.
8. Giving and service.

Mission Study

Mission Study Class

A small group meeting frequently to study and to discuss, under a qualified leader, a mission study text-book. Intensive. Thorough. Trains leaders. The most satisfactory form of mission study.

Program Meeting

A meeting, or series of meetings, either in connection with a missionary society or independent of it, providing for the presentation by one or more persons of topics from a mission study text-book.

Reading Circle

a. A group meeting at stated intervals to read and to discuss a mission study text-book or other interesting missionary book.

b. A group of persons who agree to read separately assignments from such books and to meet for informal discussion.

Lecture Course

A series of lectures by a qualified leader on the subject matter of a text-book. The course may be adapted to a group consisting of persons from different Presbyterian churches or to an interdenominational group. The Lecture Course is not a substitute for a mission study class.

NOTE: The text-books for each form of mission study are preferably those recommended by the General Boards and the Woman's Boards of Missions.

Reminders:

1. Send enrolment card, filled out, to the Secretary for Missionary Education of your Board and secure free helps.
2. Plan carefully and prayerfully.
3. Report group promptly.
4. Send delegates to Summer Conferences or Winter Institutes for normal training.
5. Employ good advertising and publicity methods.

EDUCATIONAL

Standards and Definitions

June 19-20 1917 — Committee reported that it has found it impossible to prepare a short standard which would be flexible enough to meet Missionary Education methods and presented in place of the standard, a series of Missionary Education 'Suggestions and Reminders' to be printed on cards or slips for distribution or sending with letters.

Preparation of this material referred to the Committee with power. Report of the Committee accepted.

PUBLICATIONS

Financing and Distributing Publications

Jan. 21-22 1918 — The whole matter of financing and distributing joint publications was referred to a committee to report at June meeting.

Jan. 21-22 1918 — Question of financing leaflets that present only one interest was referred tothe special committee on Financing and Distributing Joint Publications.

Jan. 21-22 1918 — Question of printing and financing a set of programs on (Westminster Guild) Home Mission stations and Foreign Mission missionaries was on motion referred to the special Committee on Financing and Distributing Joint Publications.

May 31 June 1 1918 — Recommendations of the Committee approved and recommended:

1. The Secretary for Publications shall order the printing of all publications not referred by General Council to other Secretaries or Committees, pay bills and have charge of stock.

2. The Secretary for Publications shall base size of edition to be printed on orders secured in advance from the Boards. Orders shall be paid for by the Boards immediately on receipt of literature, payment to be sent to the Secretary for Publications.

3. Literature shall be charged for at cost plus transportation.

4. Literature shall be distributed to Boards only. Orders from Synodical, Presbyterial and local auxiliaries addressed to General Council or to the Secretary for Publications shall be transferred by the Secretary for Publications to the nearest Foreign Board, territorially, or to the Woman's Board of Home Missions, to be filled.

5. Cost of literature representing only one interest shall be entirely met by the Board or Boards for which it is published.

6. Unsold stock may not be returned to the Secretary for Publications.

May 31 June 1 1918 — Question from Board of the Northwest asking that some plan be evolved for proper adjustment of the expense of organization literature for joint organizations.

Voted that the cost of organization literature for Westminster Guild be divided equally between the Woman's Board of Home Missions and the six Woman's Boards of Foreign Missions.

PUBLICATIONS

Financing and Distributing Publications

May 31
June 1
1918

Question of distributing Westminster Guild ~~le~~ organization literature was by common consent referred to the combined meeting of the two Westminster Guild Committees.

May 31
June 1
1918

Question from the Board of the Southwest:

Is it possible to have some adjustment concerning the sending of joint literature into the territories?

Referred to the meeting of the Westminster Guild Committees representing the two interests, - the understanding being that the past year has not been a fair test, but that work is better organized now and will be carried on in a more satisfactory way in the future.

PUBLICATIONS

Imprint

Jan. 21-22 1918

VOTED that all joint publications of General Council, unless otherwise definitely specified, bear the imprint in the form and arrangement of the following:

GENERAL COUNCIL

of the

WOMAN'S BOARDS OF MISSIONS

of the

PRESBYTERIAN CHURCH IN THE U.S.A.

(including the names of the Woman's Boards placed in the form as follows)-(i.e. Home and Foreign balanced)

WOMAN'S BOARDS OF FOREIGN MISSIONS

The Woman's Foreign Missionary Society
of the Presbyterian Church
501 Witherspoon Building, Philadelphia, Pa.

Woman's Presbyterian Board of Missions
of the Northwest
Room 48, 17 N. State Street, Chicago, Ill.

Women's Board of Foreign Missions
of the Presbyterian Church
Room 818, 156 Fifth Avenue, New York City.

Woman's Presbyterian Board of Foreign Missions
of the Southwest
Room 707, 816 Olive Street, St. Louis, Mo.

Woman's Occidental Board of Foreign Missions
920 Sacramento Street, San Francisco, Cal.

Woman's North Pacific Presbyterian Board
of Foreign Missions
454 Alder Street, Portland, Oregon.

- - - - - - - - -

Woman's Board of Home Missions
of the Presbyterian Church in the U. S. A.
156 Fifth Avenue, New York.

Jan. 21-22 1918

Recommend to the Boards to recognize three imprints for Westminster Guild publications:

(a) For stationery, report blanks, enrolment cards -

PUBLICATIONS

Imprint

Jan. 21-22
1918

"Westminster Guild of the Woman's Boards of Missions of the Presbyterian Church in the U. S. A."
(Note: when necessary, Board addresses shall be given)

(b) All Westminster Guild publications shall bear the imprint of General Council with the provision that the name, Westminster Guild, appear on the cover or in some conspicuous place of the publication.

(c) When joint publications represent either Home or Foreign interests separately, the name and address of the interest represented will be used, with the imprint of General Council.

Chicago Nov 1915 — Recommend that we have joint publications for young people, including programs for young women's societies and a book of instructions for Presbyterial Young People's secretaries ~~when~~ where necessary.

PUBLICATIONS

General

June 5 1916 — Recommend that carbon copies of joint publications be submitted to both Home and Foreign Boards and if no definite order has been received within three weeks it will be considered that the publication is not desired. Manuscripts will be sent to the different Boards as heretofore.

(See Secretaries and Standing Committees, Secretary for Publications.

Any Board not heard from within four weeks will be considered as having given its approval.)

Chicago Nov. 1915 — Recommend that we continue to have joint Christian Endeavor Programs.

Stands per letter of Committee Mar. 1916 — Recommend that we have programs for joint women's societies.

Chicago Nov. 1915 — Recommend that packets of helps be prepared annually by the Woman's Boards of Missions for the use of the Christian Endeavor Societies in carrying out the monthly missionary programs suggested by the Woman's Boards and based on topics offered by the United Society of Christian Endeavor; that local Christian Endeavor Societies be permitted to secure such helps by the annual payment of a certain fixed sum (for example, 50 cents or $1.00) to the Woman's Board of Home Missions and to the Territorial Woman's Board of Foreign Missions, and that such packets of helps be sent out from the respective Board offices one month in advance of the dates when they are to be used.

Omit for the present June 5, 1916

June 5 1916 — a. Recommend that the Woman's Boards of Home and Foreign Missions unite in preparing programs for the use of Light Bearers which shall present equally both Home and Foreign Mission topics.

b. Recommend that the Woman's Boards of Home and Foreign Missions unite in preparing monthly missionary programs for Junior Christian Endeavor Societies, following as far as possible the topics assigned for the Juniors by the United Society of Christian Endeavor.

Jan. 17 1917 — Recommendation from the Woman's Board of Home Missions and Central Committee that immediate steps be taken toward the preparation of joint organization literature for synodical, presbyterial and local officers, prompt preparation of C.E. programs for 1918, and such method literature as shall be needed to meet demands of joint organizations.

Jan. 17 1917 — VOTED that a committee be appointed to proceed immediately with the preparation and printing of a Handbook or Manual, acting in accordance

PUBLICATIONS

General

with the rule in Publications 2, about submitting the manuscript to all the Boards.

Jan. 17 1917 — VOTED that for the year 1918 the present plan of preparing the programs for the C. E. Societies be continued.

Jan. 17 1917 — Decided advisable to have an identical article in The Home Mission Monthly and Woman's Work, reporting the Final Actions of the Chicago Conference and those of the meetings of General Council.

("An Achievement of the Chicago Conference", by Mrs. Wm. E. Waters --- March, 1917 issue)

(A second identical article in November 1917 issue -- "Recent Attainments of General Council" - by Florence E. Quinlan.)

May 31 June 1 1918 — Question from the Board of the Northwest asking that some plan be evolved for proper adjustment of the expense of organization literature for joint organizations. Voted that the cost of organization literature for Westminster Guild be divided equally between the Woman's Board of Home Missions and six Woman's Boards of Foreign Missions.

Question of distributing Westminster Guild organization literature was by common consent referred to the combined meeting of the two Westminster Guild Committees.

VOTED to recommend that there be a Westminster Guild leaflet prepared which shall present the Jubilee object for the Foreign Boards and the Cuba special of the Woman's Board of Home Missions, and the cost of the leaflet to be divided equally between the two interests.

May 31 June 1 1918 — Voted that inasmuch as the plan proposed by Chicago Conference in regard to Mission Study enrolment cards has not been entirely satisfactory, that General Council recommend that when a study class is being organized, a double card be sent by the Board to the study class leader, one part to be returned to the Board, the other to be sent to the Presbyterial Secretary for Missionary Education; later information concerning the class to be received by the Board and Presbyterial Secretary through the regular channels.

May 31 June 1 1918 — Will General Council prepare a program for use in woman's joint organizations?
Approved having such a program.

Feb. 25th
1919

PUBLICATIONS

General

(1) Christian Endeavor Programs

b. Free Distribution - That for at least one year, for purposes of advertising, a free copy of C. E. programs be sent to each society, the expense to be borne equally by both interests, details of adjustment to be left to Miss Petrie of the Woman's Board of Home Missions and the Secretary for Publications .

PUBLICATIONS

Report Blanks

June 5
1916

Recommend that we accept the report blanks sent out by the Philadelphia Board with the following changes, noted in Chicago Conference Minutes:

a. That we make slight changes in the wording of instructions as to the return of same.
b. That the addresses for both President and Secretary shall be asked on the Presbyterial blanks for women's societies.
c. That the name of the Box Secretary shall be omitted on all blanks
d. That we may provide Synodical blanks for the Secretary for Literature and the Young People's Secretaries.
e. That space be allowed on all blanks for a record of points reached in the Standard of Excellence.

Recommend that even where there are joint organizations two blanks be sent, one with Home and one with Foreign imprints that there shall be two printings of local blanks for the Young People's organizations (other than The Westminster Guild).

June5
1916

Voted that the suggestion that report blanks be uniform as to inclusion or exclusion of dates be brought to General Council upon its formation.

June ~~18-19~~ 19-20
1917

Voted that the Chairman appoint a Committee, with coopted members who do not belong to the Boards, to consider the whole matter of report blanks and report next June.

Jan. 21-22
1918

Chairman of the Committee on Revision of Blanks presented recommendations from Mrs. L. F. Laverty of the Woman's Society of Foreign Missions of the Presbyterian Church of California, on simplifying report blanks. The letter and recommendation of Mrs. Laverty were by General Council referred to the Committee on Blanks for due consideration.

May 31
June 1
1918

Reported that the coopted members are as follows:

Mrs. W. C. Weld, President of Minnesota Synodical Society
Miss Margaret Boyle, Secretary for Literature, Philadelphia
Mrs. Wm. Chas. Hogg, President, Northumberland Pres'l. Society
Mrs. R. A. Stewart, Sec. for Literature, Penna. Syn. Society.

In regard to the recommendations which were sent to General Council from a group of California officers, it is the opinion of the majority of the Committee that it would not be advisable to create the office of Statistical Report Secretary in local, Presbyterial or Synodical societies.

Woman's Board of Home Missions
of the Presbyterian Church in the U. S. A.
156 Fifth Avenue, New York

19 -19

Presbyterial Society of

.....

Synodical Society of

.....

SUMMARY

	Number of	Number of
Woman's Missionary Societies		Members
Dept. for Associate Members		Members
Young Women's Societies		Members
Westminster Guild— Chapters		Members
Westminster Guild— Circles		Members
Y. P. S. C. E. Senior		Members
Y. P. S. C. E. Intermediate		Members
Y. P. S. C. E. Junior		Members
Light Bearers		Members
Little Light Bearers		Members
Young People's, unclassified		Members
Total		

Home Mission Study Classes .....

Subscriptions to:
- The Home Mission Monthly .....
- Over Sea and Land .....
- The Westminster Guild Bulletin .....

Copies of Year Book of Prayer bought .....

NOTE—This summary should be filed with the Stated Clerk of the Presbytery not later than March 10th.

[illegible]

[illegible]

[illegible]

ANNUAL REPORT

19 [illegible]

Synod _____ Presbytery _____

City _____ Name of Chapter _____

Church _____ Circle _____

President _____

Address _____

Secretary _____

Address _____

Treasurer _____

Address _____

Number of Members _____ Increase during year _____ Decrease _____

Courses Studied during year _____

Number of Regular Meetings held during year _____ Open Meetings _____

Was the organization represented at the Annual Presbyterial Meeting or the Synodical Meeting? _____ At the Presbyterial Young People's Conference? _____

Did the organization have a delegate at a Summer Conference this year? _____

Number of Shares Paid _____ Money paid for shares: Home _____ Foreign _____

Other Contributions. Please specify Amounts and Objects _____

_____

What have you found of especial value in your work this year? (Write on other side)

Points attained on the National Standard of Excellence. State the Numbers. (See other side)

_____ Total value _____

Number of Subscriptions to "The Westminster Guild Bulletin" _____ Increase Decrease _____

Number of Subscriptions to "Women's Work" _____ Increase Decrease _____

Number of Subscriptions to "The Home Mission Monthly" _____ Increase Decrease _____

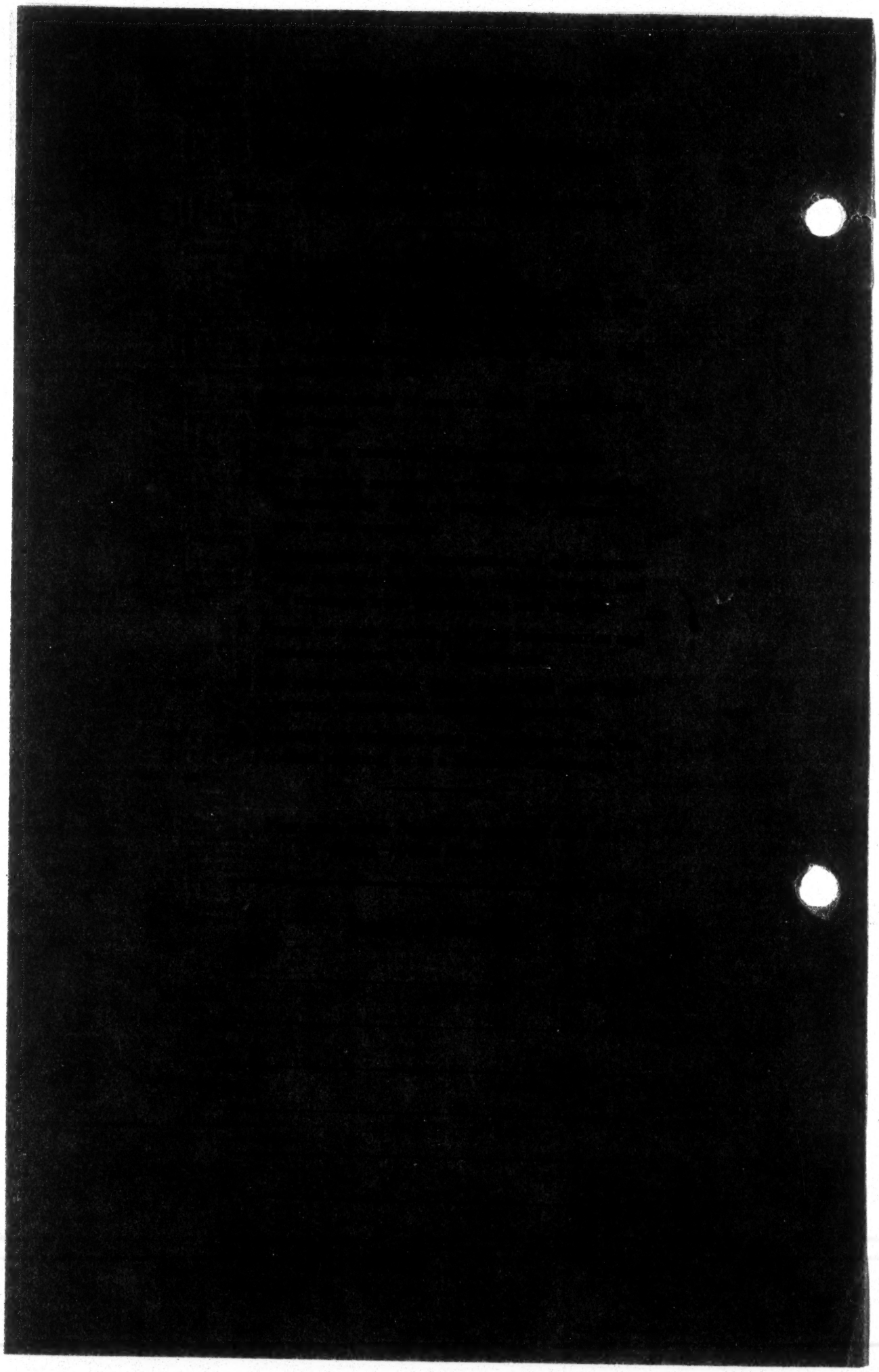
Number of Mission Study Text Books. Home _____ Foreign _____

Please return this report by March 1st, to:

Name _____

Address _____

Secretary Presbyterial | Secretary for Westminster Guild



WOMAN'S BOARD OF HOME MISSIONS
OF THE PRESBYTERIAN CHURCH IN THE U. S. A.
156 Fifth Avenue, New York

ANNUAL REPORT
OF THE SECRETARY FOR LITERATURE
of the

Woman's Missionary Society of.....Church

City or Town.....Presbytery.....

For year ending March 1st, 19.....

Secretary for Literature.....

Address.....

	Woman's Society	All Young People's Organizations*
Number of Members		
Number subscriptions to "The Home Mission Monthly"		
Number subscriptions to "Over Sea and Land"		
Number subscriptions to "The Westminster Guild Bulletin"		
Number Year Book of Prayer, 19....., bought		
Number Home Mission Study Books bought		
Are leaflets and other publications of Woman's Board of Home Missions used?		

Is the Subscription Plan used? .....Plan No. 1.....Plan No. 2.....

At how many meetings did you present the subject of Literature?.....

State increase in subscriptions to "The Home Mission Monthly".....Decrease.....

State increase in subscriptions to "Over Sea and Land".....Decrease.....

State increase in subscriptions to "The Westminster Guild Bulletin".....Decrease.....

State increase in copies of "Year Book of Prayer" bought.....Decrease.....

Did you win the five points of the Star Plan?.....

To which color of Star certificate are you entitled?.....

Did the society meet "The Home Mission Monthly" apportionment?.....

---

* Secure this data from the Young People's Organizations of the church.

Please return this report by March 1st, 19....., to

Name .....

Address.....

Presbyterial Secretary for Literature

Woman's Board of Home Missions of the Presbyterian Church in the U. S. A.

156 FIFTH AVENUE, NEW YORK

ANNUAL REPORT *of the* SYNODICAL SECRETARY *for* YOUNG WOMEN'S SOCIETIES, 19 -19

NOTE—Arrange names of Presbyterial Societies in alphabetical order. Add all columns and answer questions on the back of this card.

NAME OF PRESBYTERIAL SOCIETY	Young Women's Societies				Membership			Represented at	
	Number		During year		Total	During year		Synodical Meeting	Summer Conference
	Reporting	Existing	Increase	Decrease		Increase	Decrease		

Synodical Society *Date of Annual Meeting*

Secretary for Young Women's Societies *Address*

Date of first election to office

How many Presbyterial Meetings have you attended during the year? *Have you urged the importance of Mission Study?*

Do you keep a permanent record of plans for work and their results, reports received from Presbyterial Secretaries for Young Women's Societies, your own reports, and other items for future reference?

Was there a Young People's Hour at the Synodical Meeting? *How many Presbyterial Secretaries for Young Women's Societies attended a Summer Conference this year?*

List names of new societies organized within the year.

Names of societies discontinued within the year.

NOTE—If there are more than ten Presbyterial Societies in the Synodical Society, use two or more of these cards for your report, carrying totals forward so that the summary shall appear on the last card.

Make the report in duplicate, retaining one copy for future reference and sending the other, before March 15th, to the Secretary for Young People's Work, Woman's Board of Home Missions, 156 Fifth Avenue, New York.

Woman's Board of Home Missions of the Presbyterian Church in the U. S. A.

156 FIFTH AVENUE, NEW YORK

ANNUAL REPORT *of the* SYNODICAL SECRETARY *for* CHILDREN'S WORK, 19 -19

NOTE—Arrange names of Presbyterial Societies in alphabetical order. Add all columns and answer questions on the back of this card.

NAME OF PRESBYTERIAL SOCIETY	Junior C. E.		Light Bearers		Little Light Bearers		Total Increase		Total Decrease		Represented at	
	Societies	Members	Societies	Members	Societies	Members	Societies	Members	Societies	Members	Synodical Meeting	Summer Conference
Total for Synodical Society												

Synodical Society — *Date of Annual Meeting*

Secretary for Children's Work — *Address*

Date of first election to office

How many Presbyterial Meetings have you attended during the year? — *Have you urged the importance of Mission Study?*

Do you keep a permanent record of plans for work and their results, reports received from Presbyterial Secretaries for Children's Work, your own reports, and other items for future reference?

Was there a Young People's Hour at the Synodical Meeting? — *How many Presbyterial Secretaries for Children's Work attended a Summer Conference this year?*

List names of new societies organized within the year, giving names and addresses of leaders

Names of societies discontinued within the year.

NOTE—If there are more than ten Presbyterial Societies in the Synodical Society, use two or more of these cards for your report, carrying totals forward so that the summary shall appear on the last card.

Make the report in duplicate, retaining one copy for future reference and sending the other, before March 15th, to the Secretary for Young People's Work, Woman's Board of Home Missions, 156 Fifth Avenue, New York.

WOMAN'S BOARD OF HOME MISSIONS OF THE PRESBYTERIAN CHURCH IN THE U. S. A.
156 Fifth Avenue, New York

ANNUAL REPORT OF THE PRESBYTERIAL SECRETARY FOR SENIOR AND INTERMEDIATE C. E. SOCIETIES, 19 -19

NOTE—Arrange names of Towns and Churches in alphabetical order.
Add all columns and answer questions on the back of this card.

Town	Church	Name of Organization	Membership			Regular Missionary Meetings		Represented at		
			Total	During year		Number	Average Attendance	Presbyterial or Synodical Meeting	Presbyterial Young People's Conference	Summer Conference
				Increase	Decrease					
		Total for Presbyterial Society								

Presbyterial Society Synodical Society Date of Annual Meeting

Secretary for Senior and Intermediate C. E. Societies Address

Date of first election to office

How many visits to local organizations have you made during the year?

Have you urged the importance of Mission Study?

Do you keep a permanent record of plans for work and their results, reports received from local societies, your own reports, and other items for future reference?

Did you attend a Summer Conference during the year?

Was there at least one Presbyterial Young People's Conference during the year?

List names of new societies organized within the year.

Names of societies discontinued within the year.

Do not allow the use of this card to interfere with your full annual report to the Presbyterial Society and to the Board. That report should give the information at your command as to activity of the organizations under your care, interest shown by the members, programs of successful meetings, plans for the future and comments of your own.

NOTE.—If there are more than fourteen Senior and Intermediate C. E. Societies in the Presbyterial Society, use two or more of these cards for your report, carrying totals forward so that summary shall appear on the last card.

Make the report in triplicate, retaining one copy for future reference, sending, before March 10th, one copy to your Synodical Secretary for Senior and Intermediate C. E. Societies (Name..... Address.....)
and one copy to the Secretary for Young People's Work, Woman's Board of Home Missions, 156 Fifth Avenue, New York.

Woman's Board of Home Missions
of the Presbyterian Church in the U. S. A.
156 Fifth Avenue, New York

YOUNG PEOPLE'S WORK

REGISTRATION BLANK for new organizations

Synod ..... Presbytery .....

City or Town ..... Local Church .....

Name of Organization .....

President or Leader .....

Address .....

Secretary .....

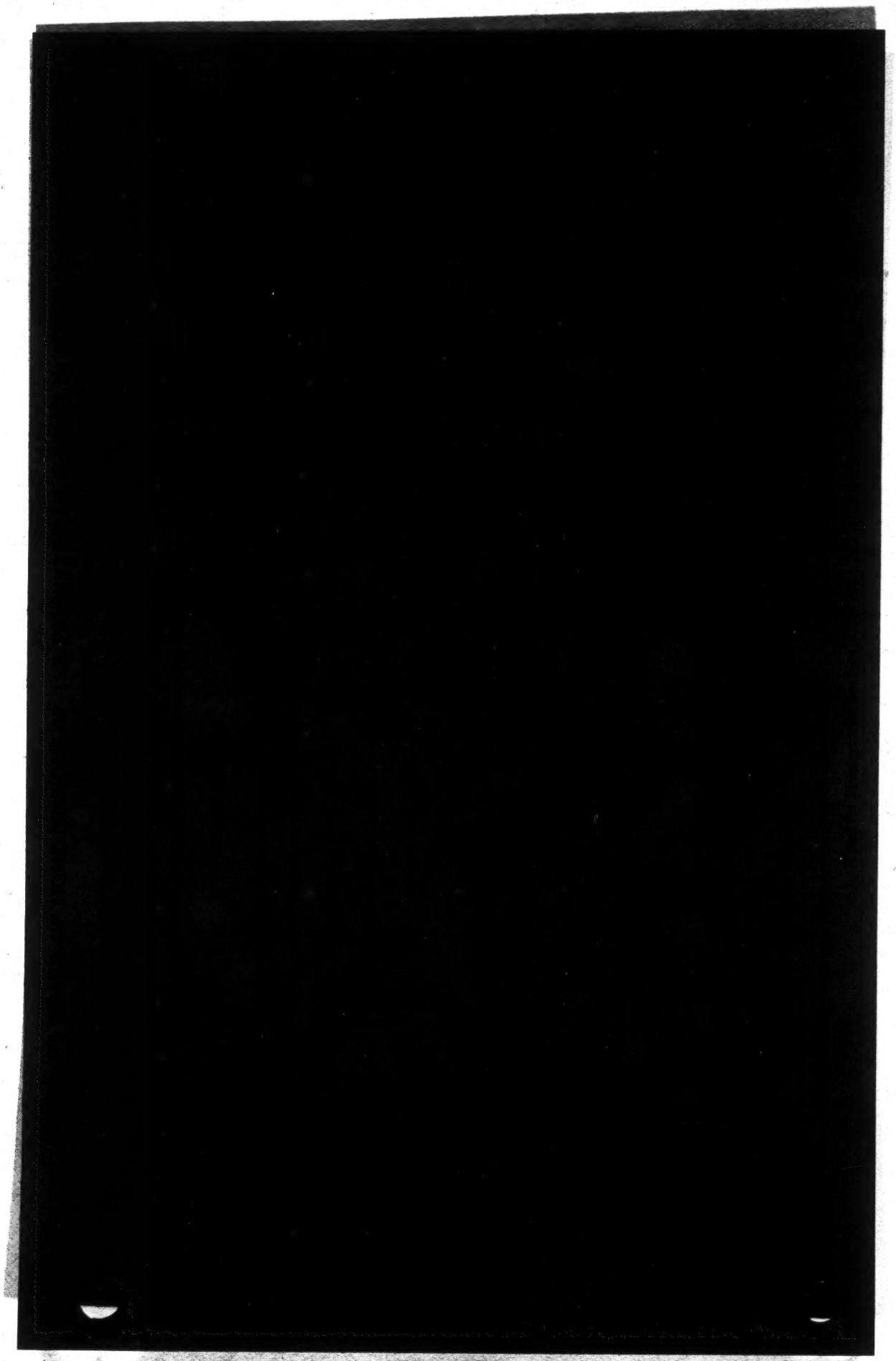
Address .....

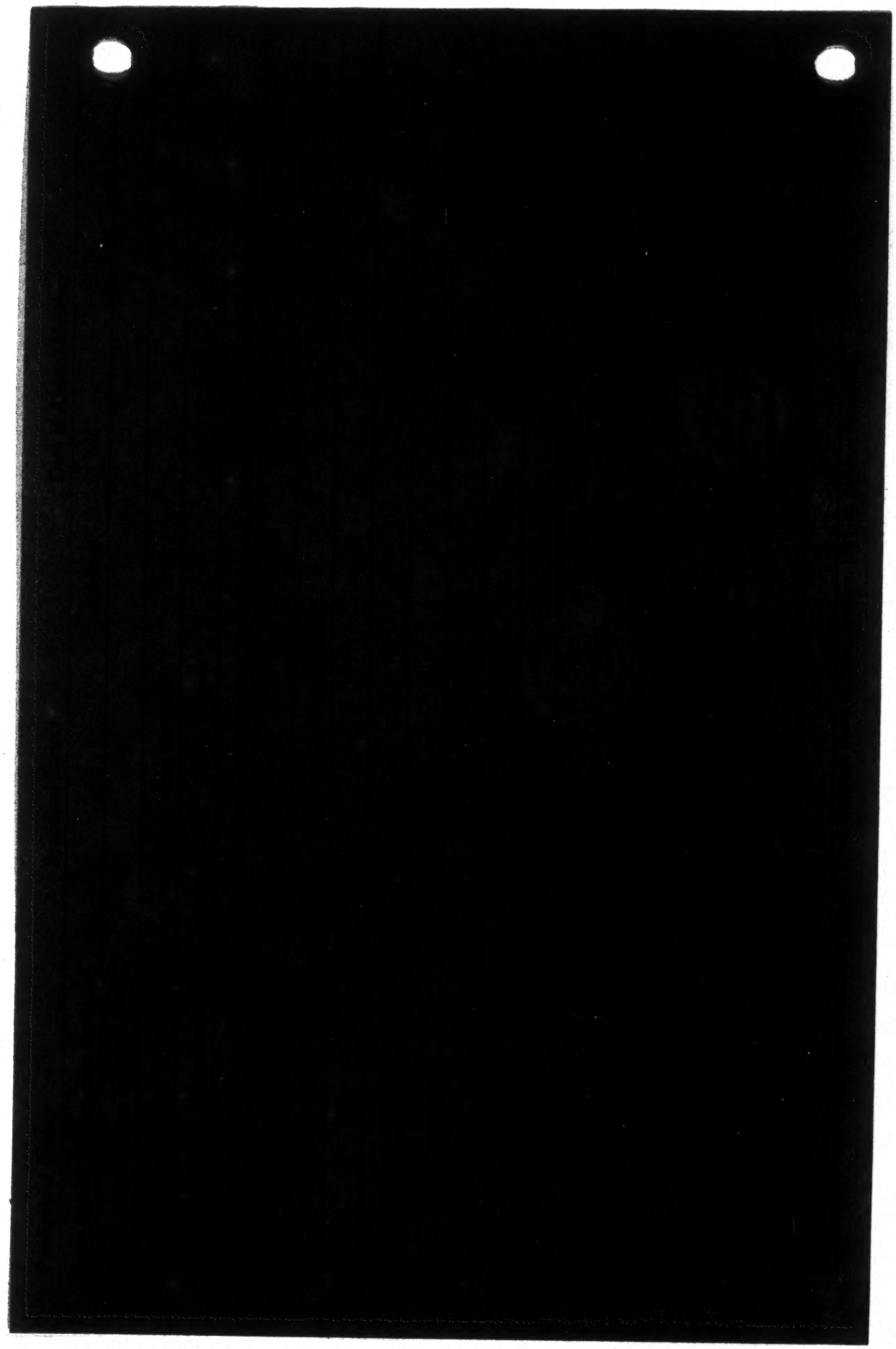
Treasurer .....

Address .....

Date of organization ..... Number of members .....

This card should be sent to the Presbyterial Secretary for Young People's Work for forwarding to the Woman's Board of Home Missions.





IMPORTANT—Before June 15th return to

WOMAN'S BOARD OF HOME MISSIONS OF THE PRESBYTERIAN CHURCH IN THE U. S. A.

156 Fifth Avenue, New York

Officers for the year 19 -19

Presbyterial Society of..... *Synodical Society of*.....

Name and Full Address *Name and Full Address*

PRESBYTERIAL OFFICERS

President.....

Corresponding Secretary.....

Recording Secretary.....

Treasurer.....

Secretary for Literature.....

Secretary for Missionary Education.....

Secretary for Associate Members.....

Secretary for Young Women's Societies.....

Secretary for Westminster Guild.....

Secretary for Senior and Inter. C. E.....

Secretary for Children's Work.....

Other Secretaries.....

LOCAL OFFICERS, WOMAN'S AUXILIARY SOCIETIES

TOWN	CHURCH	Name of Organization	Name and Address of President	Name and Address of

This is not a complete file of Report Blanks.
Merely samples of each size and color.

19 -19

OFFICERS' BLANK

RETURN TO BOARD
BEFORE JUNE 15th

Presbyterial Society of

.....

Synodical Society of

.....

WOMAN'S BOARD OF HOME MISSIONS
OF THE PRESBYTERIAN CHURCH IN THE U. S. A.
156 Fifth Avenue, New York

PUBLICATIONS

Report Blanks

May 31
June 1
1918

Reported that complete sets of blanks, simplified and unified in accordance with the many suggestions received, will be printed in proof and sent to the headquarters of each Board for their acceptance, further suggestions or criticisms. Unless General Council rules otherwise, this will be done in the immediate future through the medium of the Secretary for Publications.

Voted that sample copies of the new blanks be sent to the Boards for suggestions and criticism, and a second set (if necessary) be sent for final approval before the blanks are ordered printed.

Report was approved and the whole subject of blanks referred back to the Committee, the work to be completed by them, following the regular plan forad interim business.

May 31
June 1
1918

Questions from Board of the Southwest:

Are we to have uniform blanks?
Referred to Committee on Blanks.

May we have a fixed date for sending blanks to the constituents? May we have a rule prohibiting the sending of blanks before the stated time?

Referred to the Committee on Blanks.

PUBLICATIONS

Joint Envelopes

June 5 1916 — Voted that the matter of desirability of printing local joint envelopes be brought to General Council upon its formation.

June 19-20 1917 — Voted that the request for joint summer offering envelopes be taken up by the Woman's Board of Home Missions with the Foreign Boards which have such offerings.

Hand Book

1918

A MANUAL

For Leaders of Synodical,
Presbyterial and Local
Auxiliary Societies

General Council
of the
Woman's Boards of Missions
of the
Presbyterian Church in the U. S. A.

PRICE, TEN CENTS

TABLE OF CONTENTS

	PAGE
Annual Meetings	26, 28
Apportionments	8
Associate Membership	18
Boards	1, 2, 4, 5
Board of Foreign Missions	1
Board of Home Missions	4
Budget of the Woman's Board of Home Missions	5
Central Committee	3
Christian Endeavor Societies	23
Committees	21
Contingent Fund	8
Delegates	8
Emergency Fund	9
Foreign Mission Fields	2
Forms of Bequest	30
General Assembly	1
General Council	5
Joint Publications	6
Joint Societies	7
Light Bearers	23
List of Boards	1
Little Light Bearers	23
Local Societies	17
Magazines	29
Meetings	11, 16, 22
Membership of Synodical Society	9
Membership of Presbyterial Society	12
Membership of Woman's Auxiliary Society	17
Mission	2
Officers	9, 12, 18, 27
Over Sea and Land	6
Parliamentary Procedure	26
Presbyterial Societies	12
Sabbath Schools	24
Specific Work for Foreign Missions	4
Station	2
Statistics	9
Student Work	7
Suggested Order of Business	26
Suggested Constitution for Woman's Auxiliary Societies	27
Suggestions	24
Synodical Societies	9
Westminster Guild	6
Woman's Boards of Foreign Missions	2
Woman's Board of Home Missions	5
Woman's Auxiliary Societies	18
Young People's Organizations	22
Young Woman's Societies	6, 23

ORGANIZATION
of
WOMAN'S BOARDS
of
HOME AND FOREIGN MISSIONS

THE GENERAL ASSEMBLY

Is the ruling body of the Presbyterian Church, composed of elected delegates from each Presbytery. It meets annually to receive reports and conduct the business of the Church.

BOARDS

The following Boards carry on the work of the Church as assigned by the General Assembly, the members being appointed by that body:

The Board of Home Missions.
The Board of Foreign Missions.
General Board of Education.
The Board of Publication and Sabbath School Work.
The Board of Church Erection.
Combined Boards of Ministerial Relief and Sustentation Fund.
The Board of Missions for Freedmen.
The Board of Temperance.
The Woman's Board of Home Missions.

THE BOARD OF FOREIGN MISSIONS

Headquarters: 156 Fifth Avenue, New York City.

The Board consists of twenty-three ministers and laymen, who serve without remuneration. A treasurer and secretaries, salaried officers, give their whole time to the work. The Board appoints missionaries, promotes interest and administers the funds intrusted to it.

NOTE.—The Woman's Boards of Foreign Missions are auxiliary to the Board of Foreign Missions.

MISSION FIELDS

The fields of the Board are in Western Equatorial Africa, India, Siam, China, Japan, Chosen, Persia, Syria, Brazil, Chili, United States of Colombia, Venezuela, Guatemala, Mexico, the Philippine Islands, and among Orientals in America.

A MISSION

A Mission consists of all the missionaries under appointment by the Board within specified territorial limits.

A STATION

A Station consists of all missionaries appointed by the Board within certain limits prescribed by the Mission.

WOMAN'S BOARDS OF FOREIGN MISSIONS

There are six Woman's Boards, auxiliary to the Board of Foreign Missions.

The Woman's Foreign Missionary Society of the Presbyterian Church, 501 Witherspoon Building, Philadelphia, Pa.

Woman's Presbyterian Board of Missions of the Northwest, Room 48, 17 North State Street, Chicago, Ill.

Women's Board of Foreign Missions of the Presbyterian Church, Room 818, 156 Fifth Avenue, New York City.

Woman's Presbyterian Board of Foreign Missions of the Southwest, Room 707, 816 Olive Street, St. Louis, Mo.

Woman's Occidental Board of Foreign Missions, 920 Sacramento Street, San Francisco, Cal.

Woman's North Pacific Presbyterian Board of Foreign Missions, 454 Alder Street, Portland, Oregon.

The Boards are incorporated and are located territorially for convenience in administering the work. The members of the Board are elected annually and give their services for both executive and administrative work without remuneration. Regular meetings of the Directors, of the Executive Committee, and of the Committees belonging to the different departments of work, are held each month (except July and August) at

headquarters. Field Secretaries under the supervision of the Boards receive salaries.

CENTRAL COMMITTEE of the WOMAN'S BOARDS OF FOREIGN MISSIONS of the PRESBYTERIAN CHURCH IN THE U. S. A.

The Committee is composed of six members, each representing one of the Woman's Boards.

The object of this Committee is to unify the work of the six Boards by the development of a general policy through which they are practically a national organization.

Executive Secretary

An Executive Secretary, a salaried officer, having her office at 156 Fifth Avenue, New York City, is under the direction and control of the Central Committee through its Executive Committee, and represents the Woman's Boards in the Executive Council of the Board of Foreign Missions. She visits each Woman's Foreign Board at least once annually.

General Secretary and Treasurer.

The General Secretary and Treasurer of Central Committee, also a salaried officer, keeps accurate record of the preparation, assignment and work on the field of all women missionaries. She acts as hostess to outgoing and furloughed missionaries coming to the headquarters of the Board of Foreign Missions, 156 Fifth Avenue, New York, and edits the Foreign Mission part of the Year Book of Prayer for Missions.

She keeps all accounts of Central Committee, pays all bills on authorization of the same or of the Executive Committee of Central Committee, and makes all pro-ratings to

the constituent Woman's Boards of Foreign Missions.

SPECIFIC WORK FOR FOREIGN MISSIONS

By arrangement with the Board of Foreign Missions, the Woman's Foreign Boards pledge each year, and are held responsible for:

a. The support of certain missionaries.
b. Definite shares at certain stations.

The Boards assign these objects to Presbyterial and local societies, and to individuals.

The salary of an unmarried woman missionary varies in different countries according to the cost of living, but as far as possible new missionaries are assigned on what is known as "the $1,000 basis," which covers not only the actual salary, but other expenses, such as house rent, language teacher and a large portion of the work for which the missionary is responsible.

The proportion of a married missionary's salary, which is paid on account of his wife, is usually assumed by the Woman's Boards.

Under the Station Plan, assignments are made only for the Station in general and are not specifically for Bible women, evangelistic work, schools, scholarships, hospitals or dispensary work. Such assignments are expected to be continued from year to year, unless notice is given to the contrary.

THE BOARD OF HOME MISSIONS

Headquarters, 156 Fifth Avenue, New York City.

The Board consists of fifteen ministers and fifteen laymen, who serve without remuneration. It is the official agency to assist in sustaining the preaching of the Gospel in feeble churches and congregations.

The Woman's Board of Home Missions was auxiliary to this Board until the incorporation of the Woman's Board in 1915.

WOMAN'S BOARD OF HOME MISSIONS
of the
PRESBYTERIAN CHURCH IN THE U. S. A.

The Board is an incorporated body, charged by the General Assembly with the specific duty of conducting mission schools, community work and medical missions in the United States, Alaska, Porto Rico and Cuba, as agent for the women and young people of the Church.

It consists of forty-five women, who serve without remuneration. Regular business meetings are held twice a month at the headquarters, 156 Fifth Avenue, New York City.

Administrative Officers and Field Secretaries under supervision of the Board receive salaries.

BUDGET OF THE WOMAN'S BOARD OF HOME MISSIONS

A list of all the mission stations, with the amounts allowed each for salaries, running expenses, repairs, etc., for the fiscal year; also a careful estimate of all expenses for purposes of office administration, interest, etc., are presented annually to the Executive Commission of General Assembly and by them voted. Permission is thus granted to the Board to secure such funds from its constituency.

GENERAL COUNCIL
of the
WOMAN'S BOARDS OF MISSIONS
of the
PRESBYTERIAN CHURCH IN THE U. S. A.

General Council is composed of six members from the Woman's Board of Home Missions and one member from each of the six Woman's Boards of Foreign Missions.

The purpose of General Council is to secure a larger vision of the mission work of

Presbyterian women and to unify as far as possible the policies and methods of the Woman's Boards.

General Council elects annually a Secretary for Publications, a Secretary for Westminster Guild, a Standing Committee on Student Work, and a Standing Committee on *Over Sea and Land*.

JOINT PUBLICATIONS

The Year Book of Prayer for Missions, Over Sea and Land, the Westminster Guild Bulletin, and such leaflets as are considered valuable to the joint work of the Woman's Boards of Missions, are published by General Council.

OVER SEA AND LAND

The Standing Committee on Over Sea and Land, which arranges for the publication of the magazine, consists of six members, three from the Woman's Board of Home Missions and three from the Woman's Boards of Foreign Missions. The magazine is published monthly for children under twelve years of age.

JOINT ORGANIZATIONS

The Westminster Guild

The Westminster Guild is a national organization of Presbyterian Young Women for the study and support of Home and Foreign Missions. The members are required to follow prescribed courses on Home and Foreign Missions. A third course on the Bible is strongly recommended.

Gifts are expected to be divided equally between the Home and Foreign objects assigned by the Boards to the Guild. Westminster Guild Chapters are composed of young women eighteen years of age or over.

Westminster Guild Circles are composed of girls under eighteen years.

The Westminster Guild Bulletin is issued by General Council three times a year. It gives messages from the Board and Westminster Guild Secretaries, and letters from the missionaries and stations. One copy is furnished free to each Chapter. Subscriptions for additional copies are urged.

STUDENT WORK

The Standing Committee on Student Work consists of eight members, four from the Woman's Board of Home Missions and four from the Woman's Boards of Foreign Missions. The purpose is to identify the student with the interests of her Church and Mission Boards during her student days, and to relate the alumna or non-graduate to the missionary activities of her Church.

The Secretaries for Student Work visit women's colleges, state universities, normal and industrial schools, and attend summer conferences; they also, through attendance at synodical, presbyterial and local meetings, endeavor to arouse the interest of women in Student Work.

GENERAL ORGANIZATION DETAILS

Joint Societies

A joint society—synodical, presbyterial or local—is one organized under one constitution, which evenly presents the claims of Home and Foreign Missions, with one president and as many other officers as may be necessary for the presentation of the departments of work incident to relationship with the Woman's Board of Home Missions, the Woman's Department of the Board of Missions for Freedmen, and the Woman's Board of Foreign Missions of that territory.

Delegates

Delegates from the Synodical Society should be appointed to attend Annual and Biennial Meetings of the Boards and to report thereon to the society.

Delegates from the Presbyterial Society should be appointed to attend Synodical Meetings, Annual and Biennial Meetings of the Boards, and to report thereon to the society.

Delegates from the local society, both Woman's and Young People's, should be appointed to attend Presbyterial and District Meetings, and to report thereon to the society. They should also, whenever possible, attend Synodical Meetings and Annual and Biennial Meetings of the Boards.

Apportionments

A financial statement of receipts from Presbyterial societies, lists of pledges and apportionments for the new year, are sent to each Synodical society. The Synodical organizations then carefully prepare similar statements for their Presbyterial societies.

The percentage of increase is based upon regular receipts for the year ended the previous March.

The Contingent Fund

Each synodical, presbyterial and local society should have a sufficient Contingent Fund to defray necessary running expenses.

The Contingent Fund should be kept entirely separate from all missionary contributions, and should never be deducted from the amounts given to General Fund or toward apportionments or pledges.

The fund should be used for stationery, postage, printing, expenses of speakers, traveling expenses of officers, and all legitimate expenses incurred by the various secretaries in the conduct of their work.

Emergency Fund.

The Woman's Board of Home Missions and the Woman's Boards of Foreign Missions each ask one dollar annually from every Woman's Missionary Society. The money thus secured is used to aid missionaries at home or on the field in time of illness, accident or special need.

STATISTICS

Auxiliary to the Woman's Boards of Home and Foreign Missions there are 37 Synodical Societies, 269 Presbyterial Societies, between 5,000 and 6,000 Woman's Auxiliary Societies, and between 6,000 and 7,000 Young People's Societies.

SYNODICAL SOCIETIES

The Presbyterial societies within the bounds of a Synod constitute the Synodical society, which plans work for the entire Synod and co-operates with and supervises the Presbyterial societies, stimulating and increasing the efficiency of their work.

Officers

The President presides at meetings and has general supervision of the work. She should have an intimate and definite knowledge of each Presbyterial Society and should visit it whenever possible.

The Vice-Presidents co-operate with the President and preside in their order in the absence of the President. This office should never be regarded as merely honorary, but should have definite duties assigned to it.

The Recording Secretary keeps an accurate record of the proceedings of the annual meetings, notifies new officers of their election and committees of their appointment, gives due notice of stated and special meetings, and acts as Secretary of the Executive Committee.

The Corresponding Secretary conducts the general correspondence of the Society. She presents a written report at the annual meeting, and, before March 15th, renders an accurate report to the Woman's Boards of Home and Foreign Missions on the blanks furnished for that purpose.

The Secretary for Literature, by correspondence with the Presbyterial Secretaries, stimulates an interest in the literature and in the distribution and use of the publications of the Woman's Boards. She presents a written annual report to the Synodical Society, and, before March 15th, renders a statistical report of the year's work to the Woman's Boards of Home and Foreign Missions on the blanks furnished for that purpose. She has charge of a sales table and a display of literature at the Synodical meeting.

The Secretary for Missionary Education promotes the extension of knowledge through the various forms of missionary education. She should endeavor to have a Secretary for Missionary Education elected in each Presbyterial Society. She should conduct conferences with these Presbyterial Secretaries at Synodical meetings. She should present a written report at the annual meeting of the Synodical Society. She should compare her records with those of the Presbyterial Secretaries for Missionary Education, and, before March 15th, should send a report to the Woman's Boards of Home and Foreign Missions.

The Secretary for Young People's Work conducts the correspondence with the Presbyterial Secretaries for Young People's Work, informing them of special work assigned to them by the Boards, of publications and approved plans and methods. She presents a report to the Synodical Society, and, before March 15th, renders an

annual report to the Woman's Boards of Home and Foreign Missions on the blanks furnished for that purpose.

The Secretary for Associate Members promotes the work of the department, encouraging the appointment of Presbyterial Secretaries for Associate Members. She presents a written annual report to the Synodical Society, and, before March 15th, renders a report to the Woman's Boards of Home and Foreign Missions.

The Secretary for Freedmen conducts the correspondence relative to the Woman's Department of the Board of Missions for Freedmen. She should keep informed regarding the needs of this field and gifts of the Presbyterial Societies toward the work. She presents a written annual report to the Synodical Society.

The Treasurer of the Contingent Fund collects from the Presbyterial Treasurers money for the running expenses of the Synodical Society according to whatever plan the society has adopted. She also has charge of the money received from collections at Synodical meetings. She disburses the contingent fund as directed by the Executive Committee and renders to the Synodical Society an annual detailed statement of all receipts and disbursements. The accounts should be audited annually.

The Synodical Society handles no money except its contingent fund, and if a Treasurer is elected, it should be stated that she is treasurer for contingent fund.

Meetings

The Synodical Society holds an annual meeting in the fall, for inspiration and for the presentation of new plans and messages from the Boards. The annual reports of the Secretaries and Treasurer of the Contingent

Fund are presented in concise form at this meeting. The program should include a conference on methods, a Young People's Hour, and conferences of officers.

PRESBYTERIAL SOCIETIES

The Presbyterial Society unites all the organizations of women and young people in the Presbytery, stimulating interest and activity through careful oversight of their work, and promoting uniformity in method and co-operation in plans.

OFFICERS

The President presides at meetings and has general supervision of the work. She should be familiar with the condition of all societies of women and young people in the Presbytery; should visit them and become personally acquainted with the officers and members.

The Vice-Presidents co-operate with the President and preside in their order in the absence of the President. This office should never be regarded as merely honorary, but should have definite duties assigned to it.

The Recording Secretary keeps an accurate record of the proceedings of the Society, notifies new officers of their election and committees of their appointment, gives due notice of stated and special meetings, and acts as Secretary of the Executive Committee.

The Corresponding Secretary conducts the general correspondence of the Society. She should be familiar with the conditions and needs of the local societies, and her report should include general information concerning them. She should present a written report at the annual meeting of the Presbyterial Society. She should send an accurate statistical report to the Woman's Boards of Home and Foreign Missions on the blanks provided for that purpose before March 15th. She

should send a copy of said report to the Corresponding Secretary of the Synodical Society, and retain one for her own use.

The Treasurer receives, records and acknowledges all contributions from Woman's, Young People's and Children's Societies. She forwards the contributions regularly, quarterly or monthly, to the Treasurers of the Woman's Boards, designating the object to which each sum is to be applied.

The Presbyterial Quarters should close:

June 10th.	December 10th.
September 10th.	March 10th.

Final payments from Presbyterial Treasurers must reach the Boards on or before March 15th, in order that the money may be credited to the account of the fiscal year.

Treasurers of Home Presbyterial Societies west of the Mississippi must have their remittances reach the Treasurer of the Woman's Board of Home Missions not later than the 20th of the month. Remittances should be sent by draft or postal money order.

The Treasurer also receives and disburses the contingent fund, as directed by the Executive Committee. She should notify the various societies of the amount due for the contingent fund.

She should keep a tabulated record of apportionments and pledges of each society and notify the local treasurers of the dates when payments should be made.

She reports the condition of the Treasury at each meeting of the Executive Committee, and presents a full annual report to the Presbyterial Society. She also reports *annually* to the Synodical Corresponding Secretary the amount contributed for each object assigned by the Boards through the Synodical Society.

The accounts of the Treasurer should be audited annually.

Funds for the work of the Board of Missions for Freedmen are sent to the Treasurer of the Woman's Board of Home Missions, receipted for by that department, and transferred to the Treasurer of the Board of Missions for Freedmen for final distribution.

The Secretary for Literature advertises and promotes the distribution of all publications of the Woman's Boards. She has charge of a sales table and a display of literature at each Presbyterial meeting.

She should endeavor to have a Secretary for Literature elected in each local society. She should correspond with these officers, should recommend literature and methods for growth, should endeavor to increase subscriptions for the missionary magazines, and should stimulate the use of the Year Book of Prayer for Missions. She should co-operate with the Secretary for Missionary Education in the advertisement and sale of mission study books.

She presents a written annual report to the Presbyterial Society before March 10th, and renders an annual statistical report to the Synodical Secretary for Literature and to the Woman's Home and Foreign Boards on the blanks furnished for that purpose.

The Secretary for Missionary Education promotes interest in the study of missions through the various forms of missionary education. She should encourage attendance at summer conferences and winter institutes, and stimulate the desire for exhibits, demonstrations and pageants.

She should endeavor to have a Secretary for Missionary Education elected in each Woman's Society. She should co-operate with these secretaries in organizing mission study classes, and in forming normal classes to supply teachers. She should present a written annual report at the Presbyterial

meeting, and hold conferences with her leaders and local secretaries. She should keep in close touch with the Synodical Secretary for Missionary Education, and should correspond with the Secretaries for Missionary Education of the Woman's Boards of Home and Foreign Missions.

The Secretary for Freedmen conducts the correspondence relative to the work of the Woman's Department of the Board of Missions for Freedmen. She seeks to create and stimulate interest in the work, and should keep informed regarding the needs of this field and the gifts of the local societies to the work. She should present a written annual report to the Presbyterial Society.

The Secretary for Young People's Work conducts the correspondence with regard to the Young People's Work, informing local organizations of the special work assigned to them by the Boards, of publications and approved plans and methods. She should co-operate with the Secretary for Literature and the Secretary for Missionary Education. She seeks to secure in each church adequate organization of young people and children for missionary work, and to stimulate them to greater activity.

She should keep informed regarding growth in membership and gifts of each society.

She should distribute promptly all information received from headquarters in regard to assigned work and of messages from missionaries and stations.

She presents a report to the Presbyterial Society, and, before March 10th, renders an annual report to the Synodical Secretary for Young People's Work and to the Woman's Boards on the blanks furnished by them for that purpose.

In large Presbyterial Societies it is advisable to have several secretaries, each responsible for a definite department of the young people's work. In this case, the Secretary for Young People's Work has charge of the work among the young people, including Young Women's Societies and Senior and Intermediate Christian Endeavor Societies; the Secretary for Westminster Guild supervises the Chapters and Circles of the Guild; the Secretary for Children's Organizations has charge of Junior Christian Endeavor Societies, Light Bearers, Little Light Bearers and all organizations of children under fourteen years of age, outside of the Sunday School.

The Secretary for Associate Members promotes the work of the department, encouraging the formation of the Department for Associate Members in local societies, and endeavoring to secure the election of a Secretary in all such societies. She presents a written annual report to the Presbyterial Society, and before March 10th renders a written annual report to the Synodical Secretary for Associate Members and to the Woman's Boards of Home and Foreign Missions.

Meetings

The Presbyterial Society holds an annual meeting in the spring, and as many more meetings during the year as may be advisable.

An entire day is usually devoted to these gatherings. The program should include devotional services, reports of the Treasurer and Secretaries, and inspirational addresses by missionaries. The program should be prepared and speakers engaged months in advance. Care should be taken not to overcrowd the program; it should be carefully timed and sessions should begin and end promptly.

Conferences on Methods of Work should be held.

Sectional conferences of Presidents, Treasurers, Secretaries for Literature, Secretaries for Missionary Education, and leaders of study groups, Secretaries for Young People's Work, Secretaries for Associate Members, may be held at the same hour in various portions of the building. Items of unusual interest and constructive recommendations from these conferences may later be presented by the leaders to the whole gathering.

There should be at least one Presbyterial Young People's Conference during the year. This may be held in connection with the meeting for woman's societies or entirely separate.

Prayer should be offered at each Presbyterial meeting for the missionaries and stations representing the society.

District Meetings

Some Presbyterial Societies are divided into Districts, a Vice-President being responsible for each. Once a year, usually in the early fall, each District has an all-day meeting for inspiration and conference.

LOCAL SOCIETIES

A society composed of any number of women or young people organized for the same purposes as the Woman's Boards of Missions and co-operating therewith, is considered an auxiliary.

All organizations auxiliary to the Woman's Boards of Home and Foreign Missions should confine their interests to the work authorized by those Boards.

Membership

Three forms of membership are recognized in local societies: general, contributing and associate.

General membership may be established on any standard agreeable to the local organization.

Contributing membership includes all who regularly contribute to the Woman's Board of Home Missions or the Woman's Boards of Foreign Missions of that territory through the local organization. Apportionments and pledges are based on the contributing membership.

Associate membership: Any woman of the congregation or of the community not actively connected with the Woman's Auxiliary Society, who cannot attend the regular meetings of the society, but will read the literature provided for her, may become an associate member of the society.

WOMAN'S AUXILIARY SOCIETIES

The Woman's Auxiliary Society in the local church is composed of any number of women organized for the same purpose as the Woman's Board of Missions and co-operating therewith.

The President has general supervision of the work. She presides at all meetings of the Society and of the Executive Committee; calls extra meetings when necessary, or at the request of two members of the Executive Committee; appoints Standing Committees, subject to the approval of the Executive Committee; and appoints special committees not otherwise provided for by the society.

The Vice-Presidents co-operate with the President, and, in the absence or at the request of the President, preside in their order. The Vice-Presidents should have definite duties assigned them by the Society.

The Recording Secretary keeps the minutes of the Society and of the Executive Committee, and notifies new officers of their election and committees of their appointment.

She should present a written annual report to the Society.

The Corresponding Secretary conducts the general correspondence of the Society, keeps on file all documents pertaining to her office, prepares and attends to press notices and notices for the church calendar and bulletin board. She presents an annual report to the Society, and, before March 1st, renders a report to the Presbyterial Corresponding Secretary on the blanks furnished for that purpose.

The copies of letters from missionaries and stations toward the support of which the Society contributes are by some of the Boards sent to the Corresponding Secretary, by other Boards to the President. All such letters should be read, in whole or in part, at the meetings.

The Treasurer receives, records and disburses the gifts of the Society. She should make remittances to the Presbyterial Treasurer either monthly or quarterly, before the 10th of the month. The last payment for the fiscal year must be made before March 10th, in order to be credited to the account of the fiscal year.

The Treasurer presents a financial statement to the Society at every business meeting or at such regular intervals as the Society may determine, and a written annual report.

The accounts of the Treasurer should be audited annually.

The Secretary for Literature secures renewals and new subscriptions to "The Home Mission Monthly," "Woman's Work," and "Over Sea and Land," and forwards the proper list, with money, to the Treasurer of each magazine.

She endeavors to secure the purchase and use of the Year Book of Prayer for Missions on the part of each member of the society.

She should be familiar with the publications of the Woman's Boards, and should distribute and sell the leaflets and other publications recommended by the Boards.

She should keep a permanent dated record of all receipts and expenditures, and annually furnish a copy of such record to be kept in the files of the Treasurer. She should present an annual report to the Society, and should keep a complete file of these annual reports to compare results year by year. She renders a report on the blank furnished for that purpose by March 10th to the Presbyterial Secretary for Literature.

The Secretary for Missionary Education encourages systematic missionary education in those organizations within the local church which report to the Woman's Boards. She promotes the mission study class and other forms of missionary education, such as series of programs, reading circles and lecture courses. She should conduct the work in close co-operation with the Presbyterial Secretary for Missionary Education.

She presents an annual report to the Society, and, before March 1st, renders a report to the Presbyterial Secretary for Missionary Education, summing up the work done in the department by each organization.

The Secretary for Young People's Work should keep informed regarding all organizations of young people or children in the church, and should report to the meetings of the Woman's Auxiliary all missionary activities of the various organizations.

She should present a written annual report to the Society, and, before March 1st, render a report to the Presbyterial Secretary for Young People's Work on the blank furnished for that purpose.

The Secretary for Associate Members has general oversight of the Department of Asso-

ciate Members of the Society, and should seek to enroll all women who properly may belong to this department. She is responsible for visitation, distribution of packets received from Board headquarters, and the dissemination of general missionary information among the members of this department. She should present a written annual report to the Society, and render, before March 1st, a report to the Presbyterial Secretary for Associate Members.

Committees

The Executive Committee should be composed of all officers and chairmen of standing committees. It should foster cordial relations with the organizations of young people and children of the church, and should encourage and help them in every possible way.

The policy of the Committee should provide for "extension of membership, for broad education, for financial enlargement, and for a definite practical program of prayer."

It should meet monthly during the week preceding the regular meeting of the Society to consider the condition of the work departmentally, to outline plans, and to discuss all business. Definite written recommendations should be made to the Society by the Executive Committee.

The Executive Committee should annually present a definite budget for adoption by the Society. This budget should include a comparison of the figures for the previous year with those recommended for the current year, a statement of the percentage of advance requested in the apportionments of the Boards, and a schedule of the special offerings which will be collected, such as Summer Offering, Praise Meeting, Contingent Fund, and the "Specials" for the year.

No request for contributions other than those included in the budget should be pre-

sented to the Society, unless it has first been presented to and received the endorsement of the Executive Committee.

All organizations auxiliary to the Woman's Boards of Home and Foreign Missions should confine their interests to the work authorized by those Boards.

The Program Committee should plan in advance a program for the meetings of the year. The program should be practical, comprehensive and in harmony with the topics assigned by the Boards. It should be printed or duplicated so that each member may have an outline of the activities planned for the year.

Other Committees, such as devotional, membership, finance, social, nominating, may be appointed by the Society.

Meetings

Meetings are held at regular intervals. The devotional service should hold a place of prominence in the missionary meeting. The business should be brief and pertinent.

The meetings should be planned to furnish information and inspiration, manifesting itself in larger gifts and more consecrated service.

YOUNG PEOPLE'S ORGANIZATIONS

The women of the church have been entrusted by General Assembly with the task of cultivating the missionary spirit among the young people. Educational features should be prominent and leaders should aim to give definite information or guide the young people to secure it for themselves. Wise leadership is needed to inculcate loyalty to their own Church Boards in the appropriation of funds, and to train the young people in generous, systematic giving, and in the conscientious fulfillment of all obligations assumed.

YOUNG WOMAN'S SOCIETIES

These societies assume various forms. The organizations are closely related in purpose and methods to the Woman's Auxiliary Societies, and the members should, at a suitable time, recruit the Woman's Society, their places being filled by the younger girls.

Many societies take the form of Westminster Guild Chapters. (See page 6.)

CHRISTIAN ENDEAVOR SOCIETIES

There are Senior, Intermediate and Junior Christian Endeavor Societies.

These societies are organized for general Christian work, with missions as one of many activities. Each society has a Missionary Committee, responsible for the missionary work of the society, including missionary program.

The societies support missionaries in the home and foreign fields, and, by direction of the General Assembly, send their money through the Presbyterial Treasurers to the Woman's Boards.

LIGHT BEARERS

These organizations comprise boys and girls from six to twelve or fourteen years of age, and have as their object the teaching and training of children to take a vital, active interest in the mission work of the Church. Meetings are held weekly or monthly. Emphasis should be placed upon study of missions, and opportunity should also be afforded for hand work. The children should contribute to both Home and Foreign Missions.

LITTLE LIGHT BEARERS

All children under six years of age, for whom their parents or others contribute an annual membership fee of twenty cents, are eligible. Each member receives a certificate

upon which his or her name is written. The money is divided equally between Home and Foreign Missions.

SABBATH SCHOOLS

In accordance with the deliverance of General Assembly, the cultivation of the Sabbath School is the responsibility of the Assembly's Boards of Home and Foreign Missions, the missionary training of the young people in all their other organizations being the responsibility of the Woman's Boards.

Missionary offerings of Sabbath Schools should, therefore, be sent directly to the Assembly's Boards of Home and Foreign Missions.

Mission Bands organized in Sabbath Schools, but holding regular missionary meetings outside of the Sabbath School session, are auxiliary to the Woman's Boards, and send their contributions through the Presbyterial Treasurers.

SUGGESTIONS

All records and minutes, however simple, and all card indexes, catalogues and lists of names and addresses, should be accurate and kept up to date, so that they may be easily consulted or easily transferred to a new officer.

All communications from Board, Synodical and Presbyterial officers should receive prompt and careful attention. They should be acknowledged by postcard if the full answer must be delayed.

Each officer should keep a letter file, containing important communications received and carbon copies of important letters sent, especially those referring to financial matters. Such copies should be preserved for a definite

length of time, as agreed upon by the Executive Committee.

Approved up-to-date business methods should be applied to every department, and every officer should have a systematic method of work.

Each society—Synodical, Presbyterial or local—should formulate a policy that is definite, adequate, comprehensive and practical, covering prayer, finance, extension and education.

The appointment or election of any new officer in a local society—woman's or young people's—should be promptly reported to the Presbyterial Corresponding Secretary or to the Secretary in charge of the department of work for which the officer will be responsible, full name and address being given. The appointment or election of a Presbyterial officer should be similarly reported to the Synodical Secretary, and that of a Synodical officer to the Board.

Officers should be selected with prayerful care and thought, and with due reference to the line of work for which they will be responsible. In many societies it will be found advisable to limit the term of service, thus securing training for a greater number of leaders and obviating the possibility of retaining an inefficient or undesirable officer.

Pledges and apportionments should be met promptly and systematically.

There should be yearly a net increase in membership and in gifts to missions on the part of every society, as suggested in the Standards of Excellence.

All programs should be carefully prepared and should be begun and closed promptly.

SUGGESTED ORDER OF BUSINESS

1. Devotional Service.
2. Reading of Minutes and approval of same.
3. Report of Treasurer.
4. Reports of Secretaries.
5. Reports of Standing and Special Committees.
6. Unfinished Business.
7. New Business.
8. Appointment of Special Committees.
9. Program.
10. Adjournment.

Annual Meetings

1. Devotional Service.
2. Reading of Minutes and approval of same.
3. Report of Corresponding Secretary.
4. Report of Treasurer.
5. Reports of Secretaries.
6. New Business.
7. Appointment of Committees, Nominating, on Resolutions, etc.
8. Addresses.
9. Reports of Special Committees.
10. Adjournment.

Parliamentary Procedure

Consult Robert's Rules of Order, Revised.
Cushing's Manual.
Mrs. Shattuck's Manual.

SUGGESTED CONSTITUTION FOR WOMAN'S AUXILIARY SOCIETIES

Article I.

This Society shall be called the Woman's Missionary Society of the Presbyterian Church in .....

Article II.

Its object shall be to unite the women of the church in prayer for the evangelization of the world, and, by diffusing information, secure systematic contributions for the support of such work as is carried on by the Woman's Boards.

Article III.

Any woman may become a member of this Society by assenting to the Constitution and contributing systematically for the support of the work assumed by the Society.

Article IV.

The officers shall be: President, one or more Vice-Presidents, Secretary, Secretary for Literature, Treasurer, and such others as the work may require, who together shall constitute an Executive Committee.

Section 1. The President shall have general oversight of the work. She shall preside at the meetings, call extra meetings when deemed necessary, and appoint committees when not otherwise provided for.

Section 2. The Vice-Presidents shall preside in turn in the absence of the President.

Section 3. The Secretary shall send out notices of all meetings; shall keep an accurate record of all proceedings by taking careful notes during the meeting. She must also prepare the annual report, which should be sent to the Presbyterial Secretary before March 1st.

SECTION 4. The Secretary for Literature shall secure renewals and subscriptions to "The Home Mission Monthly," "Woman's Work," and to "Over Sea and Land," and forward the list, with money, to the respective offices. (See front page of cover.) She shall also bring to the attention of the members and promote the sale of the Year Book of Prayer for Missions, the study books, and other publications of the Woman's Boards.

SECTION 5. The Treasurer shall keep careful account in a book of all money received, report same at every monthly meeting, and shall send funds quarterly to the Presbyterial Treasurer, designating with each and every remittance the special objects for which the money is to be applied. Accounts shall be audited annually by a competent person.

ARTICLE V.

The annual meeting shall be held in ....., at which time the election of officers for the year shall take place; the Nominating Committee should be appointed one month previous to the election.

ARTICLE VI.

This Constitution may be amended by a two-thirds vote of the members present. Notice of the proposed change must be given at the previous meeting.

BY-LAWS

1. The meetings of this Society shall be opened with a devotional service.

2. A regular meeting shall be held once a month. Five members shall constitute a quorum for transaction of business.

3. Systematic contributions shall be secured, if possible, by distribution of envelopes for monthly collections, by pledges, or by annual dues. (Appoint a committee, which,

with the officers, shall recommend which of these methods is best adapted to the *purpose* of the Society.)

4. These By-Laws may be amended at any regular meeting of this Society, one month's notice being given in advance.

NOTE.—The above Constitution, with By-Laws, recommended by the Woman's Boards of Home and Foreign Missions, is intended as a guide only, subject to changes desirable for local conditions.

MAGAZINES

THE HOME MISSION MONTHLY
Published by the
Woman's Board of Home Missions
156 Fifth Avenue, New York City
Subscription Price, 50 cents a year

WOMAN'S WORK
Published by the Central Committee of the
Woman's Boards of Foreign Missions
156 Fifth Avenue, New York City
Subscription Price, 50 cents a year

OVER SEA AND LAND
A Missionary Magazine for Children
Published by the
Woman's Boards of Home and Foreign Missions
156 Fifth Avenue, New York City
Subscription Price, 25 cents a year

FORMS OF BEQUEST

Woman's Boards of Foreign Missions

Personal Estate

I give and bequeath the sum of..... dollars.

Real Estate

I give and devise absolutely and in fee simple, with the appurtenances, my "house and lot," "lot of ground," or "ground rent;" adding in each case such description as shall fully identify the particular real estate intended, ... to (stating the exact name of the Board to which bequest is to go, the State in which it is incorporated, and the City of its office. (See page 3 of cover.)

Note.—In every case the testator should, if possible, consult reputable local counsel, in order to insure the purpose of the Will being carried out exactly as intended.

Woman's Board of Home Missions

Personal Estate

I give, devise and bequeath unto the "Woman's Board of Home Missions of the Presbyterian Church in the United States of America," incorporated by Act of the Legislature of the State of New York, being Chapter 420 of the Laws of 1915, the sum of ..... dollars, to be expended for the appropriate objects of said corporation.

Real Estate

I give and devise to the "Woman's Board of Home Missions of the Presbyterian Church in the United States of America," a corporation created under and by virtue of the Laws of the State of New York, all that certain (here insert a description of the real estate),

with the appurtenances, in fee simple, for the use, benefit and behoof of said Woman's Board forever.

Form of Residuary Clause

All the rest, residue and remainder of my real and personal estate, I devise and bequeath unto the "Woman's Board of Home Missions of the Presbyterian Church in the United States of America," incorporated by Act of Legislature of the State of New York, being Chapter 420 of the Laws of 1915.

Note.—If it be desired to bequeath a sum "to be added to the General Permanent Fund of the Woman's Board, the income only to be used for the appropriate objects of said corporation," or if it be desired to designate a sum "to be separately invested and to be known as the ..... Fund, the income only to be used," etc., it should be so stated.

GENERAL COUNCIL
of the
WOMAN'S BOARDS OF MISSIONS
of the
PRESBYTERIAN CHURCH IN THE U. S. A.

Woman's Boards of Foreign Missions

THE WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH,
501 Witherspoon Building, Philadelphia, Pa.

WOMAN'S PRESBYTERIAN BOARD OF MISSIONS OF THE NORTHWEST,
Room 48, 17 North State Street, Chicago, Ill.

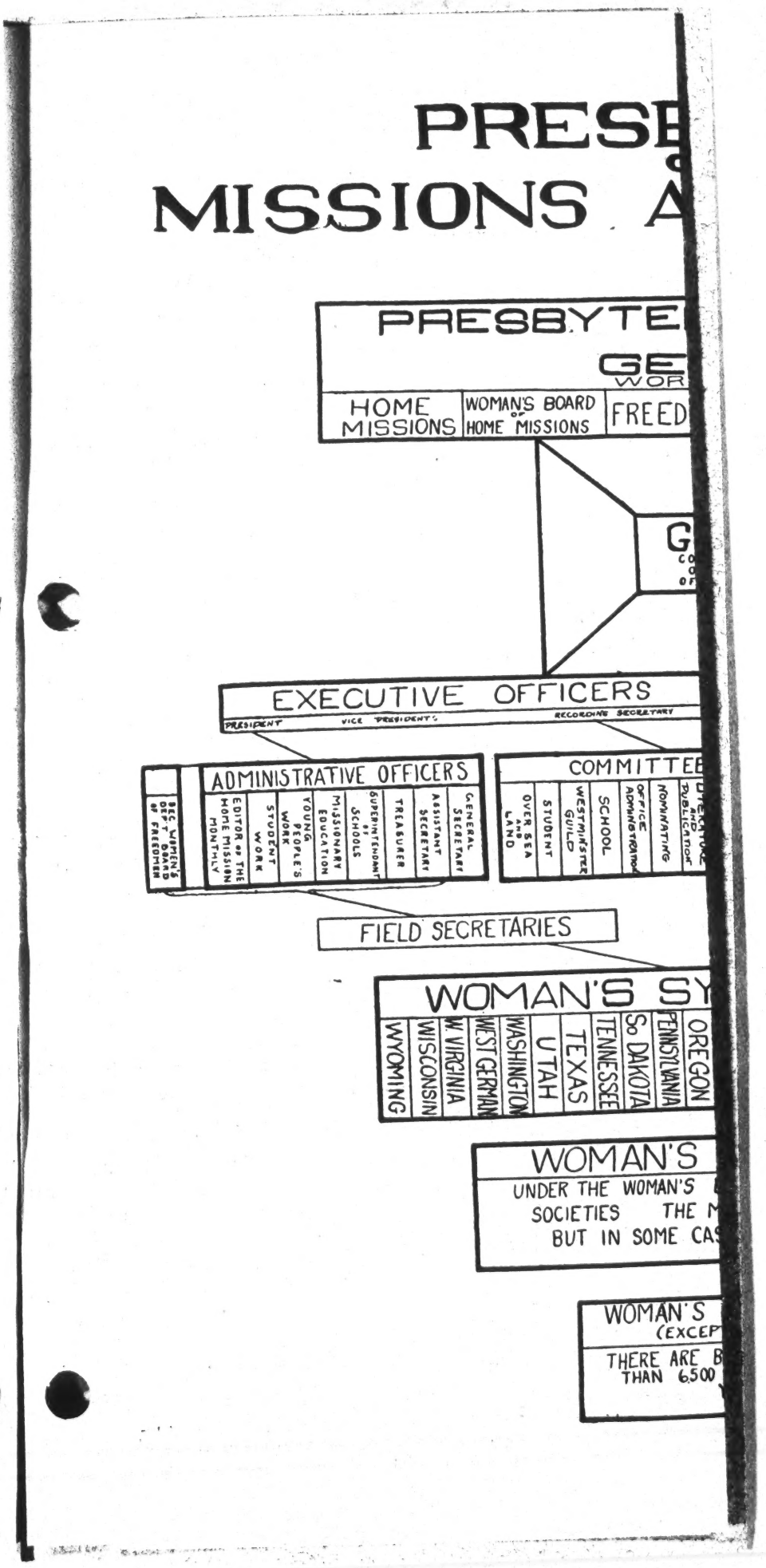
WOMEN'S BOARD OF FOREIGN MISSIONS OF THE PRESBYTERIAN CHURCH,
Room 818, 156 Fifth Avenue, New York City.

WOMAN'S PRESBYTERIAN BOARD OF FOREIGN MISSIONS OF THE SOUTHWEST,
Room 707, 816 Olive Street, St. Louis, Mo.

WOMAN'S OCCIDENTAL BOARD OF FOREIGN MISSIONS,
920 Sacramento Street, San Francisco, Cal.

WOMAN'S NORTH PACIFIC PRESBYTERIAN BOARD OF FOREIGN MISSIONS,
454 Alder Street, Portland, Oregon.

Woman's Board of Home Missions of the Presbyterian Church in the U. S. A.
156 Fifth Avenue, New York City.



BYTERIAN WOMEN
ORGANIZED FOR
AT HOME AND ABROAD

RIAN CHURCH IN THE U.S.A.
REPRESENTED IN
NERAL ASSEMBLY
KING THROUGH THESE BOARDS.

MEN	EDUCATION	MINISTERIAL RELIEF	TEMPERANCE	CHURCH ERECTION	PUBLICATION AND SABBATH SCHOOL WORK	FOREIGN MISSIONS

ENERAL COUNCIL
MPOSED OF SIX MEMBERS OF THE WOMAN'S BOARD
F HOME MISSIONS, AND ONE MEMBER FROM EACH
THE SIX WOMAN'S BOARDS OF FOREIGN MISSIONS

CENTRAL COMMITTEE
COMPOSED OF ONE REPRESENTATIVE FROM EACH OF THE SIX BOARDS BELOW

WOMAN'S BOARDS OF FOREIGN MISSIONS

Woman's Foreign Missionary Society of the Presbyterian Church Philadelphia Pa.	Woman's Presbyterian Board of Missions of the Northwest Chicago, Ill.	Women's Board of Foreign Missions of the Presbyterian Church New York, N.Y.	Woman's Presbyterian Board of Foreign Missions of the Southwest St. Louis, Mo.	Woman's Occidental Board of Foreign Missions San Francisco Cal.	Woman's North Pacific Presbyterian Board of Foreign Missions Portland, Ore.

EXECUTIVE OFFICERS

PRESIDENT — CHAIRMEN OF COMMITTEES — VICE PRESIDENTS — SECRETARIES FOR HOME CORRESPONDENCE — REC. SECRETARY — TREASURER — SECRETARIES FOR FOREIGN CORRESPONDENCE

OVER SEA AND LAND

STUDENT

S
FINANCE
DEVOTIONAL AND PUBLIC MEETINGS

COMMITTEES
WOMAN'S WORK OVER SEA AND LAND
ROOMS FOR CLERKS
HOSPITALITY
PRAYER MEETING
CANDIDATE
PUBLICATION
FINANCE
NOMINATION

SECRETARIES FOR HOME CORRESPONDENCE
SYNODICAL
PRESBYTERIAL
WOMAN'S AUXILIARY
YOUNG WOMAN'S SOCIETY
WESTMINSTER GUILD
Y.P.S.C.E.
INTERMEDIATE
CHILDREN'S WORK
MISSIONARY EDUCATION
ASSOCIATE MEMBERS
MISSIONARY LITERATURE
STUDENT WORK
CANDIDATES
SPECIAL WORK
SPEAKERS
BOXES

SECRETARIES FOR FOREIGN CORRESPONDENCE
AFRICA
CHINA
INDIA
JAPAN
CHOSEN
MEXICO AND GUATEMALA
PERSIA
PHILIPPINES
SIAM
SOUTH AMERICA
SYRIA
ASIATICS IN U.S.A.

FIELD SECRETARIES

FIELD SECRETARIES

NODICAL MISSIONARY SOCIETIES

ALABAMA	ARIZONA	ARKANSAS	ATLANTIC	BALTIMORE	CALIFORNIA	CANADIAN	CATAWBA	COLORADO	E. TENNESSEE	IDAHO	ILLINOIS	INDIANA	IOWA	KANSAS	KENTUCKY	MICHIGAN	MINNESOTA	MISSISSIPPI	MISSOURI	MONTANA	NEBRASKA	NEW ENGLAND	NEW JERSEY	NEW MEXICO	NEW YORK	No. DAKOTA	OHIO	OKLAHOMA

PRESBYTERIAL MISSIONARY SOCIETIES

BOARDS THERE ARE 37 SYNODICAL SOCIETIES AND 269 PRESBYTERIAL
MAJORITY OF THESE ARE ORGANIZED FOR JOINT HOME AND FOREIGN WORK.
SES THE ORGANIZATIONS ARE SEPARATE { FOREIGN WORK IN NEW YORK AND PENN. NOT SYNODICALLY ORGANIZED

AUXILIARIES AND YOUNG PEOPLE'S ORGANIZATIONS
TING SUNDAY SCHOOLS) OF LOCAL CHURCHES

ETWEEN 5000 AND 6000 WOMAN'S MISSIONARY SOCIETIES, AND MORE
YOUNG PEOPLE'S ORGANIZATIONS, INCLUDING CHILDREN'S SOCIETIES.
OUNG WOMEN'S. WESTMINSTER GUILD, AND Y.P.S.C.E

MRS. W. D. ANDERSON

PUBLICATIONS

Hand Book

Jan. 17-
1918

Recommendation from the Woman's Board of Home Missions and Central Committee that immediate steps be taken toward the preparation of joint organization literature for synodical, presbyterial and local officers, prompt preparation of C. E. programs for 1918, and such method literature as shall be needed to meet demands of joint organizations.

Jan. 21-22
1918

Voted that the Hand Book follow the usual method and be given to the Secretary for Publications who in consultation with the Committee on Handbook, would complete the publication of the Hand Book.

Reported that Mrs. Anderson of the New York Foreign Board had made a chart for the Handbook showing all the organizations existing among the Woman's Boards and their proper relations to one another. Decided that the chart be accepted, considered a part of the Hand Book and be so treated.

May 31
June 1
1918

Voted that a model constitution for joint (woman's) auxiliary societies should be included in the Hand-Book and the matter be left to the Committee with power.

May 31
June 1
1918

Voted that the price of the Hand-Book be ten cents.

Jan. 17
1917

Voted that a committee be appointed to proceed immediately with the preparation and printing of a Handbook or Manual, acting in accordance with the rule in Publications 2, about submitting the manuscript toall the Boards.

PUBLICATIONS

Year Book of Prayer

June 5 1916

Recommend that the Prayer Calendar and Year Book of Prayer shallbe made one and that in the united book the missionaries of the Board of Home Missions, the Woman's Board of Home Missions, the Board of Foreign Missions and the Woman's Boards of Foreign Missions shall be included, subject to the cooperation of the General Boards of Home and Foreign Missions.

Change Jan. 17 1917

Jan. 17 1917

Method of proceedure to unite the two books referred to a committee of five, to report in June a full plan for carrying into action the resolution to unite the two books.

June 19-20 1917

Committee on the Year Book of Prayer presented a report outlining plans for the union of the two books. A statement was made that Central Committee had voted to refer back to the Boards the question of consummating the union because of the attitude of the Executive Council of the General Board of Foreign Missions. On motionthe report was laid on the table.

Voted that in view of the foregoing statement Central Committee be requested to make a recommendation as to the way in which General Council shall proceed in case the union of the Year Books of Prayer cannot be carried out.

Central Committee in response to the request presented the following recommendation in regard to the union of the Year Books:

> "Because of the facts brought out in General Council discussion particularly that there had been some public announcement made of the plan for uniting the Year Books and that the constituency were desiring and expecting such a Year Book of Prayer, and because the Executive Council of the General Board of Foreign Missions assured the members of Central Committee that if the Committee deemed the union wise, they would heartily cooperate, Central Committee voted unanimously to exercise its power of decision without referring to the Boards and to proceed with the union of the Year Books of Prayer."

Recommendation was adopted.

Report of the Committee on the union of Year Books was taken from the table.

Recommend:

That the book have a new cover.
That there should be monthly topic list
Contents of Title Page
Inspirational Poem or other quotation.
Foreword by Chairman of General Council.
List of officers of General Boards of Home and Foreign Missions and

PUBLICATIONS

Year Book of Prayer

Recommend: (cont.)

Presidents of Woman's Boards.
Calendar on cover
Advertisement of "The Assembly Herald", "Woman's Work", "The Home Mission Monthly", and "Over Sea and Land."
Suggestions or notes.
Summaries, key to pronounciation, and key to abbreviations.
Full list of Foreign missionaries listed under Woman's Boards to which they belong with page reference number.
(About) 160 pages; edition of 30,000 - price 20¢
Central Committee be responsible for its own free mailing list.
Home and Foreign interests each (about) 75 pages in body of book.
Home and Foreign pages (and the dates) face each other.
Text for front cover and cover design and preparation for the printer of material furnished be left to Secretary for Publications
No more than sixteen maps.

It was the sense of General Council that the present Committee on the Union of the Year Books be continued until the Secretary for Publications is elected, and also that those preparing the material for the Book of Prayer be not limited to a definite number of pages, but that the word "about" be inserted in the report before "160 pages" and before "75 pages", and that the words "and the dates" be inserted after "the Home and Foreign pages" ~~and the dates face each other.~~ so that the phrase shall read - "the Home and Foreign pages and the dates faceeach other".

Report as amended was accepted.

Jan. 21-22 1916 — Recommendations to General Council from the Woman's Board of Home Missions referred to the Secretary for Publications for consideration:

a. That the Book shall be prepared with the thought of unity; namely, that it is one publication, not a combination of two separate manuscripts.

b. That the character of the items of information concerning missions and missionaries, also the Scriptural theme in the Year Book, shall be varied from year to year.

c. That the colors of the cover shall be changed each year.

d. That one person shall have all business dealings with the printer.

e. That provision be made for its distribution, left-over stock, etc.

f. That a definite date be fixed for sending copy tothe printer, and that a contract be made with him as to a date for the delivery of the completed Year Book.

PUBLICATIONS

Year Book of Prayer

Jan. 2b-22 (Feb. 6) 1918 — Voted that Year Books of Prayer be sold between Boards for this year on a basis of the printer's price plus cost of transportation.

May 31 June 1 1918 — In replying to Mr. Somerndike's request that Sunday School missionaries of the Board of Publication and Sabbath School Work be included in our Year Book of Prayer for Missions, the Secretary was instructed to say that General Council feels that it would be unwise for the present to enlarge the Year Book of Prayer by the inclusion of other Boards than those already represented, and calls attention to the fact that the missionaries of the Board of Home Missions are not specifically included except when such workers are among exceptional peoples.

May 31 June 1 1918 — Recommendations from the Secretary for Publications with additional recommendations of General Council:

a. That the color of the cover of the Year Book be changed each year.

b. That the Topics for Prayer on the inside of the front cover be arranged in two groups instead of three as at present, under the general headings, "Topics for Home Missions" and "Topics for Foreign Missions".

c. That the regular, approved General Council imprint be used.

d. That the ~~pic~~ture of the new and furlogghed Foreign missionaries be included in the Year Book.

e. That a map of the world be also included among the first pages of the Year Book, the map to cover two pages.

(###) f. That detailed information concerning organizations and the Home base be eliminated, the emphasis be placed upon our missionary work, and the extra space be used for a more general distribution of the missionaries' names.

g. That the topics for the first week in January be arranged for unified prayer in a manner similar to that of the first week in July. (Foreign pages, 1918)

h. That more information of stations on the Foreign field be included to better balance the pages.

i. That the Scripture headings throughout the Year Book be left to a Committee - Central Committee to arrange for full cooperation in plans for the Foreign pages.

Letter Sept. 18 1918 — (###) --- Interpreted by the Woman's Board of Home Missions to mean that information concerning organizations and the home base be <u>limited</u> but <u>not omitted</u>.

"The Scattered Family"

CARVED deep in the white marble over the portal of the great Post Office building in Washington City is this inscription:

"Messenger of sympathy and love
Servant of parted friends
Consoler of the lonely
Enlarger of the common life
Bond of the scattered family!"

IT almost seems as if the mind which conceived that beautiful and appropriate inscription must have had a glimpse of what our *Year Book of Prayer* has come to mean to our missionaries all over the world and to the friends who stand back of them. We are indeed all one family, knit together by the closest of family ties — a common love for one Father, one Elder Brother, and for our brothers and sisters for whom Christ died. And also we are indeed a "scattered family."

IT is as true now as it was when St. Paul wrote to the Christians in Rome that "We know not what we should pray for as we ought." We want to make "intercession for the saints according to the will of God," but we do not want to do this vaguely and blindly and unintelligently. Nor do

(OVER)

we need to. Here in the new *Year Book* day by day we may find on parallel pages the names of our representatives in Cuba and Porto Rico and New Mexico and elsewhere in our own territory, under the Home Board; in Siam and Persia and the Philippine Islands and the other far corners of the earth, under the Foreign Board; what they are doing for us and for our Master. They do not tell us that their task is strenuous and their life lonely and difficult, but we know that this is so. It is a little thing that we should give in public and in private a brief time each day to remembering them in our prayers, but it means much to them and to us, for faithfulness and lovalty are not little things—they bind together all the members of "the scattered family!"

Order copies of *The Year Book of Prayer for Missions* from the headquarters of your own Woman's Board of either Home or Foreign Missions. Issue for 1918 ready after October 1, 1917. Price of combined book twenty cents.

Woman's Foreign Missionary Society of the Presbyterian Church,
501 Witherspoon Building, Philadelphia, Pa.
Woman's Presbyterian Board of Missions of the Northwest,
509 So. Waba-h Avenue, Chicago, Ill. Room 48.
Woman's Board of Foreign Missions of the Presbyterian Church,
156 Fifth Avenue, New York City. Room 818.
Woman's Presbyterian Board of Foreign Missions of the Southwest,
816 Olive Street, St. Louis, Mo. Room 707.
Woman's Occidental Board of Foreign Missions,
920 Sacramento Street, San Francisco, Cal.
Woman's North Pacific Presbyterian Board of Foreign Missions,
454 Alder Street, Portland, Oregon.
Woman's Board of Home Missions,
156 Fifth Avenue, New York City.

(OVER)

Standard of Excellence for Synodical Societies

of the

WOMAN'S BOARDS OF MISSIONS
OF THE PRESBYTERIAN CHURCH, U. S. A.

Basis of Standard shall be 100, each point counting 10.

1. Net increase in membership.
2. Net increase in number of Young People's missionary organizations.
3. Net increase in number of study classes.
4. Net increase in subscriptions to Year Book of Prayer for Missions, The Home Mission Monthly and Woman's Work.

   Note: For joint societies

Year Book of Prayer	4
The Home Mission Monthly	3
Woman's Work	3

   For Home or Foreign societies

Year Book of Prayer	4
Home or Foreign magazine	3

5. Net increase in gifts.
6. Contribution to Synodical Contingent Fund from each Presbyterial society.
7. Representation from two-thirds of the Presbyterial societies at each Synodical meeting.
8. Conference on methods at each Synodical meeting.
9. Young People's hour at each Synodical meeting.
10. At least one Young People's Presbyterial Secretary sent to a Summer Conference each year.

Year upon which Standard is reckoned shall be March 10th to March 10th.

Woman's Foreign Missionary Society
of the Presbyterian Church
501 Witherspoon Building, Philadelphia, Pa.

PUBLICATIONS

Year Book of Prayer

May 31
June 1
1918

Voted to dispense with the usual flier for the Year Book because it seemed an unnecessary expense this year.

Feb. 25
1919

a. Deliveries to Boards - The following substitute for (a) on the docket was adopted: "That all deliveries of the Year Book of Prayer for Missions from the printer shall be distributed on a basis pro-rated to their total orders to the Woman's Boards of Foreign Missions and to the Woman's Board of Home Missions."

d. Discount - That a discount of 20% be allowed to all Secretaries for Literature on orders of one hundred or more copies of the Year Book of Prayer purchased at one time with the recommendation that secretaries use the profits for development of their work.

Chicago Nov 1915 — Recommended that we continue the useoof the local blue Westminster Guild report blanks.....

PUBLICATIONS

Westminster Guild Literature

Chicago Nov. 1915 — Recommend that the expense of Westminster Guild organization blanks and literature shall be equally divided between the Woman's Board of Home Missions and the Woman's Boards of Foreign Missions.

Stands per letter of Com. March 1916 — Recommend that the expense of stationery ..... shall be borne by Synodical and Presbyterial Societies.

Chicago Nov 1915 — Recommend that the name of Secretary be not printed on Westminster Guild stationery . Whenever necessary to use name of Secretary, she shall be designated as Westminster Guild Secretary for Home Missions or for Foreign Missions.

No joint literature shall bear imprint of any one Board.

Chicago Nov 1915 — Recommend that we continue a separate blue enrolment card for Westminster Guild ~~report blanks~~.....

May 31 June 1 1918 — Enrolment card as submitted by Board of the Northwest was referred to the combined meeting of the Westminster Guild Committee of the Woman's Board of Home Missions and the Westminster Guild sub-committee of Executive Committee of Central Committee to be called by the Westminster Guild Secretary by order of General Council.

May 31 June 1 1918 — Voted that the cost or organization literature for Westminster Guild be divided equally between the Woman's Board of Home Missions and six Woman's Boards of Foreign Missions.

May 31 June 1 1918 — Question of distributing Westminster Guild organization literature was by common consent referred to the combined meeting of the two Westminster Guild Committee.

Jan. 21-22 1918 — Recommendation to the Boards to recognize three imprints for Westminster Guild publications:

a. For stationery, report blanks, enrolment cards - "Westminster Guild of the Woman's Boards of Missions of the Presbyterian Church in the U. S. A. "

(Note: when necessary, Board addresses shall be given)

b. All Westminster Guild publications shall bear the imprint of General Council with the provision that the name, Westminster Guild, appear on the cover or in some conspicuous place of the publication.

c. When joint publications represent either Home or Foreign interests separately, the name and address of the interest represented will be used, with the imprint of General Council.

PUBLICATIONS

The Westminster Guild Bulletin

Chicago Nov 1915 — Recommend that the Westminster Guild Bulletin be sent free only to Synodical and Presbyterial Westminster Guild Secretaries and one copy to each Chapter and Circle.

Chicago Nov 1915 — Recommend that we continue to issue Bulletin three times a year with same number of pages, and that a supplement, uniform in shape with the Bulletin, be issued in April or May containing notices of the textbooks for the coming year and such other notices as it may be desirable to give Chapters and Circles before September.

May 31 June 1 1918 — Voted that on account of the postal requirements which would necessitate many changes in the Westminster Guild Bulletin, it be not entered as second class matter in the Post Office.

Feb. 25 1919 — a. To raise the subscription price of the Bulletin from 15¢ to 25¢ a year. The present cost of the Bulletin is 14¢; when postage is added 18¢ a year.

b. That the Bulletin as a whole be referred to the Committee on Re-organisation of Westminster Guild Administration.

PUBLICATIONS

Student Work

Jan. 21-22 1916 (Feb. 6)	Recommended that a sum not to exceed $200.00 be approved for printing leaflets and such other literature as Student Work may demand -- this money not to be included in the regular quarterly payments, but subject to requisition on request in writing from the Committee on Student Work counterwigned by the Secretary for Publications of General Council.
May 31 June 1 1918	Voted that all printing provided for in the budget of the Committee on Student Work shall be left to the Committee, but any special printing, in accordance with previous action, Feb. 6, 1918, shall be referred to the Secretary for Publications for approval.

PUBLICATIONS

Over Sea and Land

Chicago Nov. 1915 — Recommend that this Conference petition the Assembly's Boards of Missions to grant "Over Sea and Land" adequate accommodations at 156 Fifth Avenue for the conduct of the work.

June 5 1916 — Recommended:

a. That there shall be space (in the magazine) for helpful suggestions for leaders of children's organizations.
b. That all the material used in the magazine shall be presented from the children's point of view.
c. That as an additional advertising measure the Woman's Boards shall make themselves responsible for pushing the magazine through Secretaries for Literature, making the presentation of "Over Sea and Land" not optional but obligatory.
d. That each Board shall conduct its correspondence through its own headquarters and not through the office of "Over Sea and Land".
e. That for the current year a budget of $1,000 shall be allowed to "Over Sea and Land".

Jan. 17 1917 — Recommend that the budget for "Over Sea and Land" for 1917-1918 be $1000.

Recommend that there be a standing committee of General Council on "Over Sea and Land".

Jan. 21-22 1918 — Statement from Committee on "Over Sea and Land": That the Committee feared it would be necessary either to increase the price of the magazine or secure increased appropriation from the Boards.

(Jan. 22) — Voted that the seven Woman's Boards be asked to increase their apportionments to "Over Sea and Land", if it became necessary, in order to continue the magazine.

Jan. 21-22 (Feb. 6) 1918 — Following comparative budget for "Over Sea and Land" was presented. Stated that with a falling off of subscriptions to the number of 2658, representing about $600., it would be necessary to have increased appropriations from the Boards if the magazine is to continue.

Budget for Over Sea and Land

	1917-18	1918-19
Manufacturing and Circulating	4063.61	4400.00
Office expenses, supplies & stationery	190.00	215.00
Postage Office & Editor	27.60	45.00

PUBLICATIONS

Over Sea and Land

Budget for Over Sea and Land (cont.)

		1917-18	1918-19
Jan. 21-22 (Feb. 6) 1918	Brot. ford.	4281.41	4660.00
	Wrappers	153.98	168.00
	Advertising	55.69	150.00
	Salary a/c	2300.00	2360.00
		$6791.08	$7338.00

Lost by actions of Boards

Recommendation approved by General Council:

"The Committee for "Over Sea and Land" recommends that the appropriation from the Woman's Boards be increased from $100'. to $150'. a year, that being the minimum appropriation necessary for the conduct of the magazine."

Budget for Over Sea and Land

	1917-18	1918-19	
Manufacturing and Circulating	4063.61	4200.00	
Office Expenses Supplies and Stationery	190.00	125.00	
Postage Office and Editor	27.80	45.00	
Wrappers	153.98	136.00	
Advertising	55.69	100.00	x
Salary a/c	2300.00	2420.00	
	$6791.08	$7029.10	

(x) $77.68 already spent for envelopes and folders.

May 31
June 1
1918

Recommendation from Committee:

That the price of Over Sea and Land be raised from 25 cents to 35cents a year, increase to go into effect October 1, 1918.

Upon m Voted not to approve the recommendation.

PUBLICATIONS

Over Sea and Land

May 31
June 1
1918

Recommendation from the Philadelphia Board was approved:

That Over Sea and Land be continued and improved, or something better be provided to take its place.

May 31
June 1
1918

Suggestions:

1. That the Committee might investigate the management of other magazines for children.

2. Might secure a monthly missionary page in the papers provided by the Board of Publication and Sabbath School Work for the Primary and Junior Departments of the Sunday School.

3. Possibility of coordinating missionary education as suggested by the Committee on Missionary and Benevolent Education which is composed of a member from each Board and Permanent Agency of the Presbyterian Church.

May 31
June 1
1918

Voted that Committee on Over Sea and Land be empowered to secure expert advice at an expense not to exceed $150 - this expense to be divided equally between the Woman's Board of Home Missions and the six Woman's Boards of Foreign Missions.

May 31
June 1
1918

Voted that a sum of $300. be given Over Sea and Land to be requisitioned, if needed, by the end of the fiscal year.

Feb. 25th
1919

Over Sea and Land

(1) That the itemized budget of $8,113 be approved.

(2) Advertising

That Over Sea and Land be empowered to conduct its advertising through its own office by direct correspondence with secretaries for Children's Work and that in addition the following action of General Council as recorded on the Minutes of June 5, 1916, p.6, be called to the attention of the Boards and that they be asked to do their utmost to further the work of Over Sea and Land:

As an additional advertising measure the Woman's Boards shall make themselves responsible for pushing the magazine through Secretaries of Literature, making the presentation of Over Sea and Land not optional but obligatory. That each Board shall conduct its correspondence through its own headquarters and not through the office of Over Sea and Land.

(3) Increase in Sunscription Price

That the subscription price of Over Sea and Land be raised from 25¢ to 35¢ a year beginning March 1, 1919.

PUBLICATIONS

"Woman's Work" and "The Home Mission Monthly".

Chicago
Nov. 1915

Recommend that this Conference ask the Woman's Boards to consolidate "The Home Mission Monthly" and "Woman's Work" as soon as practicable.

(Woman's Board of Home Missions voted:

"That the Board, while looking forward to a time when the closer union of Home and Foreign interests shall make it advisable to unite the two missionary magazines, feels that the time has not yet arrived for their consolidation.")

June 5
1916

Among the Foreign Boards the motion prevailed that they accept the Woman's Board of Home Missions' recommendation that "we feel that the time has not yet arrived for the consolidation of "Woman's Work" and "The Home Mission Monthly"."

PUBLICATIONS

Standards of Excellence

(See June 5, 1916; Sept. 28, 1916; June 19-20, 1917; Imprint, Jan. ~~19-20~~ 21-22, 1918.)

Sept. 28 1916 — Action taken that there should be added to Item No. 4 of the Presbyterial Standard of Excellence a foot-note which should always be printed with the Standard.

Jan. 17 1917 — Voted that the Standards be reckoned on a basis of 100% and that the year of the Standards be from March 10th to March 10th.

Reported by Committee:

> In the Annual Standard of Excellence for Presbyterial Societies the note referring to Treasurers of Home Presbyterial Societies west of the Mississippi River shall immediately follow number 4.

June 19-20 1917 — The Standards of Excellence adopted and ordered given to the Secretary for Publications.

June 19-20 '7

Synodical ----------Gray paper, black ink
Presbyterialeee----------Cream paper, black ink
Woman's Auxiliary ----------White paper, blue ink
All Y.P.Organizations --------Blue paper, black ink

May 31 June 1 1918 — Recommend that the imprint of any single Board be omitted from the Standards, and that the full imprint of all seven Boards be placed on the back, and the date of printing the Standard be placed at the bottom of the front page.

Committee of two with power to be appointed to reword the Standards and prepare them for the Secretary for Publications, the Committee to begin work immediately.

Chairman suggested that the Committee be appointed by the new Chairman.

Following suggestions were offered to the Committee:

1. Place a footnote on the Standards explaining that all statistics are based on contributing membership.

2. Explain relation of Associate Members to statistics.

3. State whether or not credit is given for a lecture course or a program meeting. Explain number 5 on Auxiliary Standard.

4. That the word "contributing" be omitted under 6 of Woman's Auxiliary Standard.

5. That point 7 of Woman's Auxiliary Standard read "Subscriptions to each of the magazines equal to one-half the contributing membership.

PUBLICATIONS

Standards of Excellence

6. That point 8 read: "An average attendance at regular meetings equal to at least one-half the contributing membership."

Vote was taken by Boards on this point, the four Foreign Boards represented approving and the members of the Woman's Board of Home Missions likewise approving.

PUBLICATIONS

Standards of Excellence

Chicago
Nov. 1915

June 5
1916

changes
Sept. 28
1916.

changes
June 19-20
1917

Imprint
Jan. ~~19-20~~ 21-22
1918

Standard of Excellence for Synodical Societies

of the

Woman's Boards of Missions of the Presbyterian Church, U.S.A.

Basis of Standard shall be 10%, each point counting 10

---

1. Net increase in membership.
2. Net increase in number of Young People's Missionary organizations.
3. Net increase in number of study classes.
4. Net increase in subscriptions to Year Book of Prayer for Missions, The Home Mission Monthly and Woman's Work.

Note: For joint societies

Year Book of Prayer	4
The Home Mission Monthly	3
Woman's Work	3

For Home or Foreign societies

Year Book of Prayer	5
Home or Foreign magazine	5

5. Net increase in gifts.
6. Contribution to Synodical Contingent Fund from each Presbyterial society.
7. Representation from two-thirds of the Presbyterial societies at each Synodical meeting.
8. Conference on methods at each Synodical meeting.
9. Young People's hour at each Synodical meeting.
10. At least one Young People's Presbyterial Secretary sent to a Summer Conference each year.

Year upon which Standard is reckoned shall be March 10th to March 10th.

(Gray paper, black ink.)

PUBLICATIONS

Standards of Excellence

Standard of Excellence for Presbyterial Societies

of the

Chicago
Nov. 1915

Woman's Boards of Missions of the Presbyterian Church, U. S. A.

Basis of Standardshall be 100, each point counting 10.

June 5
1916

---

changes
Sept ~~Apr.~~ 28
1916

1. Net increase in membership.
2. Net increase in number of study classes.
3. Net increase in subscriptions to Year Book of Prayer for Missions, The Home Mission Monthly and Woman's Work.

Changes
June 19-20
1917
Imprint
Jan. ~~19-20~~
1918 21-22

Note: For joint societies

Year Book of Prayer	4
The Home Mission Monthly	3
Woman's Work	3

For Home or Foreign societies

Year Book of Prayer	5
Home or Foreign magazine	5

4. Net increase in gifts.
5. All apportionments and pledges paid in full, in quarterly or monthly payments, and in the hands of Board Treasurers not later than 15th of the month.

   Note: Treasurers of Home Presbyterial societies west of the Mississippi must have their remittances reach the Treasurer of the Woman's Board of Home Missions not later than 20th of the month.
6. One dollar from each local woman's society to The Emergency Fund of the Woman's Home Board and of the Woman's Foreign Board, and a gift to the Synodical Contingent Fund.

   Note: For joint societies

The Emergency Fund, Woman's Home Board	3
The Emergency Fund, Woman's Foreign Board	3
Synodical Contingent Fund	4

   For Home or Foreign societies

The Emergency Fund	5
Synodical Contingent Fund	5

7. Representation from two-thirds of all local societies at each annual meeting of Presbyterial society.
8. Net increase in number of Young People's Missionary organizations and at least one Presbyterial Young People's Conference during the year.
9. Prayer at each Presbyterial meeting for the missionaries and stations representing the society.
10. Two-thirds of all local societies attaining at least eight points of local Standards of Excellence.

Year upon which Standard is reckoned shall be March 10th to March 10th.

(Cream paper, black ink)

Standard of Excellence for Woman's Auxiliary Societies

of the

WOMAN'S BOARDS OF MISSIONS
OF THE PRESBYTERIAN CHURCH, U. S. A.

Basis of Standard shall be 100, each point counting 10.

1. Net increase in membership.
2. Net increase in gifts.
3. All apportionments and pledges paid in full, in quarterly or monthly payments, not later than 10th of the month to Presbyterial Treasurer.
4. One dollar to The Emergency Fund of the Woman's Home Board and of the Woman's Foreign Board, and a gift to the Presbyterial Contingent Fund.

   Note: For joint societies

The Emergency Fund, Woman's Home Board	3
The Emergency Fund, Woman's Foreign Board	3
Presbyterial Contingent Fund	4

   For Home or Foreign societies

The Emergency Fund	5
Presbyterial Contingent Fund	5

5. At least one Home and one Foreign mission study class.
6. Year Book of Prayer for Missions in the hands of at least one-half the contributing membership.
7. Subscriptions to The Home Mission Monthly and to Woman's Work, equal to at least one-half the contributing membership.

   Note: For joint societies

The Home Mission Monthly	5
Woman's Work	5

   For Home Societies

The Home Mission Monthly	10

   For Foreign societies

Woman's Work	10

8. An average attendance at regular meetings equal to at least two-thirds of the contributing membership, exclusive of Extension Department.
9. At least one Praise or Thank Offering Service.
10. Responsibility for the organization or nurture of at least one missionary organization for young people or children.

Year upon which Standard is reckoned shall be March 10th to March 10th.

Woman's Board of Home Missions
of the Presbyterian Church in the U. S. A.
156 Fifth Avenue, New York

6G5902817

Standard of Excellence for Presbyterial Societies

of the

WOMAN'S BOARDS OF MISSIONS
OF THE PRESBYTERIAN CHURCH, U. S. A.

Basis of Standard shall be 100, each point counting 10.

1. Net increase in membership.
2. Net increase in number of study classes.
3. Net increase in subscriptions to Year Book of Prayer for Missions, The Home Mission Monthly and Woman's Work.

   Note: For joint societies

Year Book of Prayer	4
The Home Mission Monthly	3
Woman's Work	3

   For Home or Foreign societies

Year Book of Prayer	5
Home or Foreign Magazine	5

4. Net increase in gifts.
5. All apportionments and pledges paid in full, in quarterly or monthly payments, and in the hands of Board Treasurers not later than 15th of the month.

   Note: Treasurers of Home Presbyterial societies west of the Mississippi must have their remittances reach the Treasurer of the Woman's Board of Home Missions not later than 20th of the month.

6. One dollar from each local woman's society to The Emergency Fund of the Woman's Home Board and of the Woman's Foreign Board, and a gift to the Synodical Contingent Fund.

   Note: For joint societies

The Emergency Fund, Woman's Home Board	3
The Emergency Fund, Woman's Foreign Board	3
Synodical Contingent Fund	4

   For Home or Foreign societies

The Emergency Fund	5
Synodical Contingent Fund	5

7. Representation from two-thirds of all local societies at each annual meeting of Presbyterial society.
8. Net increase in number of Young People's missionary organizations and at least one Presbyterial Young People's Conference during the year.
9. Prayer at each Presbyterial meeting for the missionaries and stations representing the society.
10. Two-thirds of all local societies attaining at least eight points of local Standards of Excellence.

Year upon which Standard is reckoned shall be March 10th to March 10th.

Woman's Board of Home Missions
of the Presbyterian Church in the U. S. A.
156 Fifth Avenue, New York

6G5912817

PUBLICATIONS

Standards of Excellence

Standard of Excellence for Woman's Auxiliary Societies

of the

Woman's Boards of Missions of the Presbyterian Church, U.S.A.

in Ltr ?

Basis of Standard shall be 100, each point counting 10.

Chicago Nov. 1915

1. Net increase in membership.
2. Net increase in gifts.
3. All apportionments and pledges paid in full, in quarterly or monthly payments, not later than 10th of the month to Presbyterial Treasurer.

June 5 1916

4. One dollar to the Emergency Fund of the Woman's Home Board and of the Woman's Foreign Board, and a gift to the Presbyterial Contingent Fund.

changes Sept. 28 1916

Note: For joint societies

The Emergency Fund, Woman's Home Board	3
The Emergency Fund, Woman's Foreign Board	3
Presbyterial Contingent Fund	4

For Home or Foreign societies

The Emergency Fund	5
Presbyterial Contingent Fund	5

changes June 19-20 1917

Imprint Jan. ~~19-20~~ 21-22 1918

5. At least one Home and one Foreign Mission study class.
6. Year Book of Prayer for Missions in the hands of at least one-half the contributing membership.

May 31 June 1 1918 change

7. Subscriptions to The Home Mission Monthly and to Woman's Work, equal to at least one-half the contributing membership.

Note: For Joint societies

The Home Mission Monthly	5
Woman's Work	5

For Home Societies

The Home Mission Monthly	10

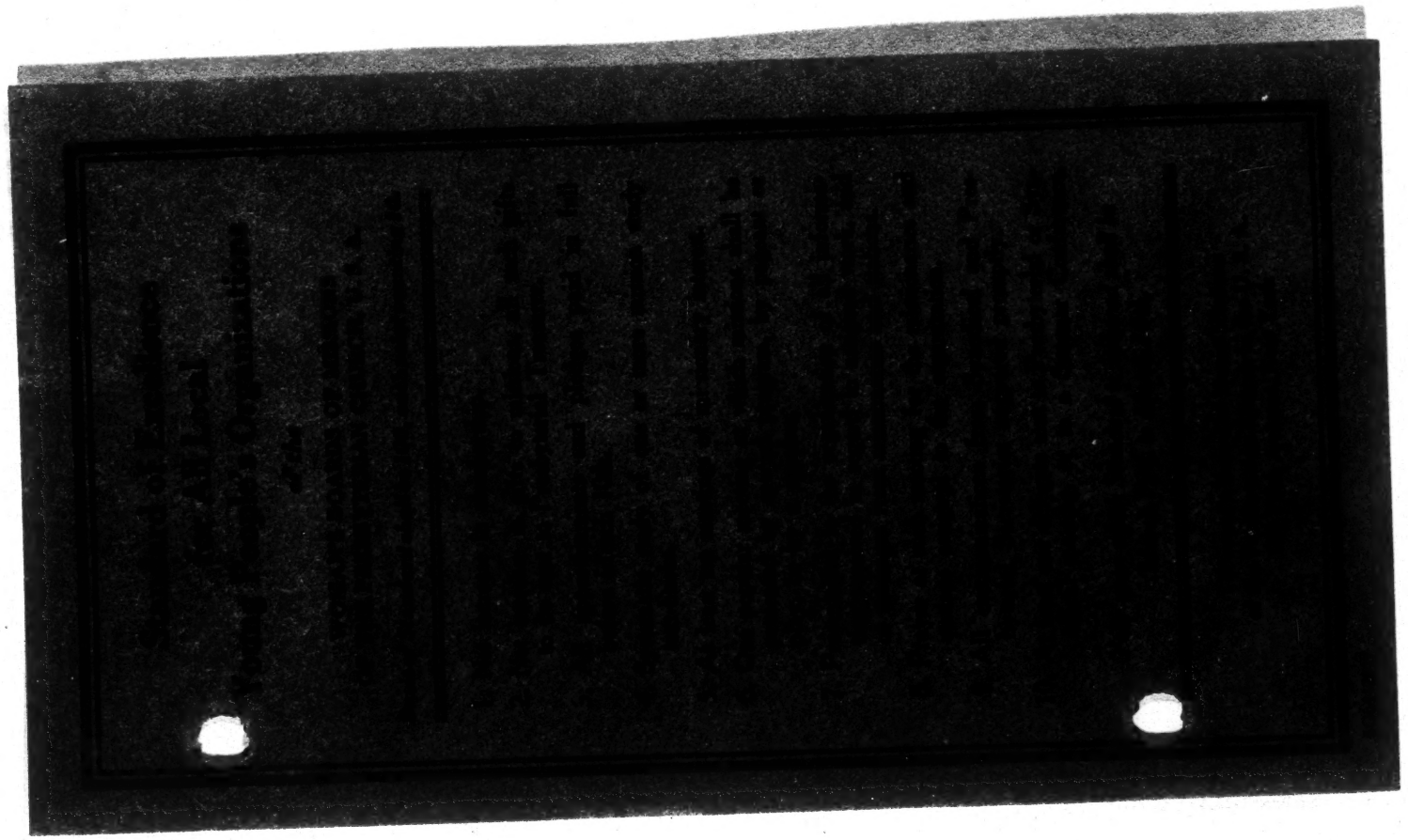
For Foreign societies

Woman's Work	10

8. An average attendance at regular meetings equal to at least one-half of the contributing membership, exclusive of the Department for Associate Members.
9. At least one Praise or Thank Offering Service.
10. Responsibility for the organization or nuture of at least one missionary organization for young people or children.

Year upon which Standard is reckoned shall be March 10th to March 10th.

(White paper, blue ink)



PUBLICATIONS

Standards of Excellence

Standard of Excellence for All Local Young People's Organizations

of the

Woman's Boards of Missions of the Presbyterian Church, U.S.A.

Basis of Standard shall be 100, each point counting 10.

Chicago
Nov. 1915

1. Net increase in membership.

June 5
1916

2. Net increase in gifts to Missions.
All such gifts to be sent to Presbyterial Treasurer.

changes
Sept. 28
1916

3. All apportionments and pledges paid in full before March 10th.

4. Systematic study of one or more mission study text-books.

changes
Jan. 19-20
1917

5. At least ten meetings of missionary interest.

6. One popular meeting at which missions shall be presented by special program, by pageant or play, or by a speaker.

Imprint
Jan. ~~19-20~~ 21-22
1918

7. Presentation to the organization of all information received in regard to assigned work, and of messages from missionaries and stations.

8. Prayer at each meeting for the missionaries and stations assigned to the organization.

9. All communications from Synodical and Presbyterial Secretaries answered promptly.

10. At least one delegate sent to Presbyterial or Synodical meeting, or to a Summer Conference.

Year upon which Standard is reckoned shall be March 10th to March 10th.

(Blue paper, black ink)

FINANCIAL

Financing of General Council

Jan. 17 1917 — Committee was appointed to recommend a method of financing General Council.

June 19-20 1917 — Report of the Committee on Financing General Council, was accepted and adopted as follows:

> "The Committee feels that it would be unwise to budgetGeneral Council at the present time other than a small amount for incidental expenses. The suggestion is offered that $75.00 be granted for these expenses and be paid over to the Financial Secretary as early in the year as possible."

Jan. 21-22 1918 — Voted that "Financial" be dropped from "Secretary" in this article (See June 19-20, 1917)

FINANCIAL

(See also General Items, "Dates for Sending out Instructions" ——— apportionments, percent of increase, etc.)

Chicago Nov. 1915

Recommend that the Contingent Fund of local, Presbyterial and Synodical Societies shall be kept entirely separate from all missionary contributions, and shall not be deducted from the amounts given to General Fund or towards apportionments or pledges.

Chicago Nov. 1915

Recommend that all gifts for Student Work shall come through the regular channels of the Boards.

Chicago Nov. 1915

Carried Jan. 17 1917

Recommend that as the meetings of the Joint Committee on Student Work are held in New York City, the expenses of the member of the Philadelphia Board who represents the Foreign Boards on that Committee shall be taken from the share of the budget pro-rated among the Foreign Boards.

Chicago Nov. 1915

Carried Jan. 17 1917

Recommend that Synodical and Presbyterial Societies allow a $10.00 credit from Contingent Fund toward the travelling expenses fund of all speakers, exclusive of Student Secretaries and Foreign missionaries. In conformity with the Assembly's Board, the Woman's Foreign Boards ask that all missionaries receive $5.00 beyond their travelling expenses. When, however, this arrangement in regard to Board representatives would cause the societies to exclude a speaker of their Board from the annual meeting, it is recommended that the Territorial Foreign Board and Woman's Home Board make satisfactory adjustment. That when local itineraries are planned, an offering be requested, but not required. Where speakers are requested for localmeetings, a charge of $5.00 be requested. It is understood that entertainment be provided. In all these financial arrangements the Boards be allowed to adapt to suit local conditions.

Carried Jan. 17 1917

Recommend that where Presbyterial Normal studyclasses or courses are planned the Board be granted $5.00 for providing leaders for each session of the class and that for an interdenominational lecture course, $10.00 be granted for each session, and that entertainment be not required. Any change necessitated by local conditions shall be arranged by the respective Boards.

Chicago Nov. 1915

Recommend that all Presbyterial Societies close their books March 10th.

Chicago Nov. 1915

Recommend uniform dates for the closing of the quarters of the Presbyterial Societies, the 10th of June, September, December and March. When Presbyterial Treasurers remit monthly, payments should be made on the 10th of the month.

Chicago Nov. 1915

Recommend that Field Secretaries shall organize, when so desired, Home and Foreign Societies, but in inspirational addresses they shall present the work of their own Boards, offerings to be credited to these Boards.

FINANCIAL

Chicago Nov. 1915	Recommend that the term "Special" shall be applied to any object approved by the Boards but not included in the budget. Gifts for such objects are credited by the Boards. The matter of having "Specials" is left to the Boards.
June 19-20 1917	Question of two "specials" in the same year was considered. Moved that we do not have a Home and a Foreign special in the same year. Lost.
June 19-20 1917	Chairman reported correspondence with Rev. Wm. H. Hall, of the Board of Publication and Sabbath School Work, concerning a standard of percentages for gifts from Y.P. Societies. Voted that the Chairman write to Mr. Hall stating the difficulties in entering into any agreement in regard to percentages.

FINANCIAL

Percent of Increase

Sept. 28 1916

Voted that all Boards shall ask for the same percentage of increase; the said increase to be based on regular gifts for the previous year from women's, young people's, young women's, and children's organizations. In reckonging this percentage of increase no account shall be made of gifts for extras, nor of specials, nor of legacies.

Voted that a committee shall be appointed each year to consider the percentage of increase.

Jan. 17 1917

Amended last sentence to read: "A Committee shall be appointed at each annual meeting to report at next annual meeting."

June 19-20 1917

Voted that a 10 per cent increase be asked for from all Boards for 1918-1919.

Jan. 21-22 (Feb. 6) 1918

Voted that owing to the unusual world conditions of today and believing that the work of the Woman's Boards of Home and Foreign Missions would be hampered during the year 1918-19 if limited to a ten percent increase, that General Council recommend its action of June 1917, that a ten percent increase be asked for the year 1918-19, be rescinded, thus leaving the Boards free to ask such increase in gifts as the situation may demand.

June 19-20 1917

Question was asked of General Council:

> "When a Presbyterial or auxiliary society annually receives from an individual gifts sufficient for the support of a missionary, can these gifts be classed as <u>specials</u>, and the basis of percentage of increase be reckoned on receipts exclusive of those gifts?"

Stated that Central Committee has been asked the same question and answered "no", because if a Presbyterial Society desires the credit of such gifts it must assume the corresponding responsibility. General Council voted to make the same answer.

see next page →

(3) Letter of April 4 1918

Woman's Board of Home Missions voted that this action be laid on the table until the meeting of General Council in June.

"In view of the fact that no uniform percent of increase is to be asked by the Woman's Board, ~~voted~~

"The Woman's Board of Home Missions voted that a ten percent increase be asked by all the Boards from the Westminster Guild."

(4) May 31 June 1 1918

Recommendation from Philadelphia Board:
That a ten percent increase in regular gifts be asked from auxiliary societies for the year 1919-20.

Voted that General Council do not accept the recommendation of of Philadelphia Board and that no percent be agreed upon for the year 1919-20.

FINANCIAL

Percent of Increase

(1)	Jan. 21-22 1918	Recommend that Westminster Guild follow the percent of increase assigned to all womans' organizations.
(3)	May 31 June 1 1918	Reported that all Boards voted that ten percent increase for Home Missions and ten percent for Foreign Missions should be asked from Westminster Guild for year ending March 31, 1919.

FINANCIAL STATEMENTS

Jan. 18
1917

1916			1916		
Nov. 26	Mary W. Wood, Treas.		Dec. 6	Stamped envelopes...	$5.25
	Central Committee.....$25.00		10	Stationery...	8.50
			1917		
			Jan. 2	Postage.....	.85
			" 2	Stenographer...	8.67
			" 17	Balance.....	1.73
		$ 25.00			$25.00

19-
June 20
1917

1917				1917		
Jan. 17		Balance	$ 1.73	Mar. 21	J.M.Armstrong for printing	18.75
" 26		Edna Voss, Treas., Wm's Home Board	25.00	June 12	The W.M.M.S. of Pres. Church for stenographer etc.	7.84
				June 12	Balance	.14
			$26.73			$26.73

Jan. 21-22
1918

1917				1917		
June 12		Balance	$ .14	Sept. 8	Stationery (Plain)	4.00
July 23		Central Committee share	37.50	" 8	Stamped envelopes (500)	12.25
				Oct. 10	Stationery (Imprint)	5.50
				Nov. 9	Postage	5.00
				Jan. 2, 1918	W.F.M.S. (Service of stenographer)	10.00
				Jan. 21	Balance	.89
			$37.64			$37.64

Jan. 21-22
(Feb. 6)
1918

Secretary was instructed to include in Minutes hereafter the expenses of the meetings of General Council.

FINANCIAL STATEMENT

Letter of Apr. 4, 1918

Meetings of General Council cost $40.37 as follows:

To W.F.M.S. Mileage for Miss Allis, 180, Mrs. Harris (2 trips) 360, and Mrs. Lee (2 trips) 360 miles:

900 miles	21.87
Miss Allis, over night, meals	5.25
Mrs. Harris and Mrs. Lee	3.25
Mrs. Bennett — Room at Martha Washington for meeting on "heatless Monday"	10.00
	$40.37

One half, $20.18, paid by the Woman's Board of Home Missions, and the other half by Central Committee of the six Woman's Foreign Boards.

May 31	Jan. 1	Balance	.89	Feb. 7	Night letters to 4 Western Boards	3.20
June 1	Feb. 5	HomeBoard share	$37.50	" 13	Stamped envelopes	10.75
1918				" 26	Public stenographer of N.Y. - Correlation of Rules	9.40
				" 27	Plain stationery	3.50
				Apr. 5	Postage	5.00
				May 31	Balance	6.54
			$38.39			$38.39

There remains a stenographer's bill of $15.00 upaid, towards which the treasury holds a balance of $6.54.

May 31
June 1
1918

Voted to allow $100. for the expenses of the coming year, $50. to be given by the Woman's Board of Home Missions, and $50. by the six Woman's Boards of Foreign Missions.

Feb. 25
1919

As an appropriation for $100.- for contingent expenses of General Council was made in June, 1918, it was voted that the amount appropriated for January 1919-1920 be only $75.-, this amount to be paid as early in the year as possible.

FINANCIAL

Freedmen

Chicago Nov. 1915	Recommend that Young People's Secretaries only shall present the work of the Board of Missions for Freedmen to their constituency.
Chicago Nov. 1915 Committee letter March 1916	Recommend that Westminster Guild Chapters and Circles be allowed to give as an "extra" to the work for Freedmen, provided it is understood that such gift is optional and not required of any Chapter or Circle. The largest support should always be given to the work assigned by the Woman's Boards of Home and Foreign Missions. No Chapter or Circle should assume any "extra" until the shares in regular work have been pledged and paid.

GENERAL ITEMS

General Council

from page 2 →

Sept. 28 1916 — Voted That the vote of General Council be by a show of hands.

Sept. 28 1916 — Committee on Nominations was elected by ballot, it being voted that the chair have the privilege of voting.

Sept. 28 1916 — Voted that General Council have stationery.

Jan. 17 1917 — The stationery was approved and postals and envelopes ordered with the imprint of General Council.

Jan. 17 1917 — Chair stated her understanding of the power of Committees to be that they may go to any body for information, but may not ask for Board action before they bring their reports to General Council.

Jan. 17 1917 — Recommendation from Central Committee that all communications of General Council be sent to the General Council representative of each Board adopted by common consent.

June 19-20 1917 — Voted that the Chairman and Secretary devise means to indicate to the Boards what is final action of General Council.

Woman's Board of Home Missions

Jan. 21-22 1918 — Recommended that each Board sending to the Nominating Committee of General Council the names of candidates for any position, previously secure from such candidates their consent to serve if elected to such position.
Recommendation approved.

Jan. 21-22 1918 — The motion was unanimously carried that the General Secretary of the Woman's Board of Home Missions and the Executive Secretary of Central Committee be allowedto sit with General Council and have the privilege of the floor but without vote.

May 31 June 1 1918 — Recommendation from the Board of the Northwest that General Council shall no longer hold two meetings a year but meet annually,

Question as to the best time for holding the annual meeting.

Stated that it would be more advantageous to Occidental Board to hold the meeting in January rather than June, and Voted that the date of the annual meeting be changed from June to January, with the understanding there would be but one meeting a year, unless a second were absolutely necessary, and that more business would be carried on through the regular ad interim procedure.

May 31 June 1 1918 — Voted that the Secretary incorporate in the Standing Rules all new rules, especially those pertaining to the work of Secretary for Publications and Secretary for Westminster Guild, as soon as they have been approved by the Boards.

GENERAL ITEMS

GENERAL COUNCIL

May 31
June 1
1918

Requested the Secretary to reemphasize the fact that Boards must not send down General Council actions until they have heard from the Secretary as to their adoption by the Boards.

May 31
June 1
1918

Question was asked, "Shall General Council Minutes be open to Board members before they are entirely passed by the Boards"?

Agreed that Minutes should not be placed on file until final actions have been recorded.

Letter
Sept. 18
1918

Recommended by the Woman's Board of Home Missions that if the Annual Meeting be held in January, the officers hold over till the end of the working year.

to top of

Sept. 28
1916

Voted that the interpretation of the wording of thetitle of this body is "General Council of the Woman's Boards of Missions of the Presbyterian Church (in the) U.S.A."

GENERAL ITEMS

Interchange of Information and Dates for Instructions Pledges and

Chicago Nov 1915 — Recommend that the Woman's Board of Home Missions and the Woman's Board of Foreign Missions agree on the same dates for sending out instructions and plans for the new work of the Boards, such as apportionments, all young people's and study class work.

Jan. 17 1917 — Voted that new work of the Boards such as apportionments, Young People's and study class announcements, per cent. of increase, etc., be sent out by the Boards in September.

June 5 1916 — Recommend that the Woman's Board of Home Missions and the Woman's Board of Foreign Missions agree to notify each other before sending to Presbyterial or Synodical officers a suggested change of plan or policy in regard to any part of the work in which both are interested.

May 31 June 1 1916 — Decided that the General Council ~~members~~ representatives from each Board should have the responsibility of notifying all other Boards of any change in plan or policy affecting Presbyterial and Synodical Societies according to Rule 8, General Items, Chicago Conference.

May 31 June 1 1916 — Question from Board of the Southwest:

May we have a fixed date for sending blanks to the constituents? May we have a rule prohibiting the sending of blanks before the stated time?

<———— Referred to the Committee on Blanks.

May 31 June 1 1916 — Recommendation from the Woman's Board of Home Missions: "That Synodical apportionments shall not reach Synodical presidents before December 1st". Stated that if apportionments are received earlier, confusion is created in the minds of the workers, and the results are more or less disastrous.

Voted that the recommendation be approved.

Chicago Nov 1915 — Recommend that we have a uniform pledge blank for Young People's societies and that the Home and Foreign blanks be sent at the same time.

GENERAL ITEMS

Meetings and Speakers

Jan. 18 1917 — Recommend that Synodical and Presbyterial Societies allow a $10.00 credit from Contingent Fund toward the travelling expenses fund of all speakers, exclusive of Student Secretaries and Foreign missionaries. In conformity with the Assembly's Board, the Woman's Foreign Boards ask that all the missionaries receive $5.00 beyong their travelling expenses. When, however, this arrangement in regard to Board representatives would cause the societies to exclude a speaker of their Board from the annual meeting, it is recommended that the Territorial Foreign Board and Woman's Home Board make satisfactory adjustment. That when local itineraries are planned, an offering be requested, but not required. Where speakers are requested, for local meetings a charge of $5.00 be requested. It is understood that entertainment be provided. In all these financial arrangements the Boards be allowed to adapt to suit local conditions.

Jan. 17 1917 — Recommend that where Presbyterial Normal Study classes or courses are planned the Board be granted $5.00 for providing leaders for each session of the class and that for an interdenominational lecture course, $10.00 be granted for each session, and that entertainment be not required. Any change necessitated by local conditions shall be arranged by the respective Boards.

Chicago Nov. 1915 — Recommend that Synodical Societies that meet separate from Synod, cooperate with Home and Foreign Boards in arranging dates to accommodate Board speakers, such dates to be arranged the previous year.

Recommend that Synodical Presidents arrange consecutive meetings of Presbyterial Societies where it may be possible.

Chicago Nov. 1915 — Recommend that a plan be worked out in groups so that adjacent Synodical meetings do not come on the same day of the week, thus saving time and expense of Board speakers.

GENERAL ITEMS

Joint Societies

Chicago Nov 1915	Recommend that the Boards take no active part in promoting joint societies, but are pleasantly acquiescent in whatever may be the wish of local organizations.
Letter of Mar. 1916	That the Boards acquiesce in the formation of joint societies when local ~~societi~~ conditions demand it.
Sept. 28 1916	A joint society, Synodical, Presbyterial, or local, is one organized under one constitution, which evenly presents the claims of Home and Foreign Missions, with one president and as many other officers as may be necessary for the presentation of the departments of work incident to relationship with the Woman's Board of Home Missions, the Woman's Department of the Freedmen's Board, and the Territorial Woman's Board of Foreign Missions.
Chicago Nov. 1915	Recommend that Field Secretaries shall organize, when so desired, Home and Foreign Societies, but in inspirational addresses they shall present the work of their own Boards, offerings to be credited to these Boards.

GENERAL ITEMS

Membership

June 5
1916

Recommend that two forms of membership shall be recognized in local societies, general and contributing.

(a) General Membership shall be established on any standard ~~mem~~ agreeable to the local organization.

(b) Contributing membership shall include all who regularly contribute to the Woman's Board of Home Missions, or to the Territorial Woman's Board of Foreign Missions through the local organization.

On the contributing membership shall be based apportionments or pledges.

June 19-20
1917

Report was accepted of the Committee to define what constitutes membership in a woman's missionary society whose gifts are included in the budget of a local church:

> "In this connection the Committee desires to call the attention of General Council to the action taken by the Executive Commission of General Assembly, May, 1914, to the effect that the gifts of the woman's missionary society be not included in the budget of the local church but contributed through the channels provided by the Woman's Boards of Home and Foreign Missions. But whenever such gifts are so included, General Council's ~~###~~ interpretation of membership shall be as follows:
>
> > Every woman who contributes regularly to missions through her church budget shall be considered a contributing member of the woman's missionary society of that church.
>
> "After careful consideration of the results of budgeting the gifts of the woman's missionary society in the budget of the local church, this committee desires to place itself on record as being firmly convinced that save in exceptional cases, gifts are lessened and interest in the work weakened - that in the working out of this plan all initiative in giving is killed and the vital, inspiring, personal touch with the work, to a large degree, lost."

May 31
June 1
1918

Any woman of the congregation or of the community not actively connected with the woman's auxiliary society who cannot attend the regular meetings of the society, but will read the literature provided for her, may become an Associate Member of the society."

GENERAL ITEMS

Department for Associate Members

Chicago Nov 1915 — Recommend that the Boards unify their plans for the Extension Department presenting its work to the Synodical Societies and pushing the policies. That there may be no misunderstanding, this definition was agreed upon:

> "The Woman's Board of Home Missions understands this action as referring to such extension work as is listed in 'Shut-In' or 'Home Department' and not to the work of organizing new societies."

Sept 28 1916 — Committee was appointed with power to define the scope and duties of the Extension Department. Committee reported as follows:

Jan. 17 1917

> "An Extension Department is a branch of any woman's auxiliary missionary society to which those women may belong who are prevented from attending missionary meetings, or who live where there are no societies; and does not refer to the securing of new members by the society, or to the work of organizing new societies."

Report was adopted and Committee discharged.

June 19-20 1917 — Voted that there be a leaflet on Extension Department, and that its preparation become the first duty of the Secretary for Publications, and in case there be a vacancy in that office that the Chair appoint a Committee to prepare it.

Voted to revise the definition of Extension Department and adopt that in the Philadelphia Board leaflet with slight changes:

> "An Extension Department is a branch of any auxiliary society to which those women may belong who, for various reasons, cannot attend the regular meetings of the society."

Jan. 21-22 1918 — Recommendation that the definition of the Extension Department be changed, that the words local society be substituted for auxiliary and do for can was not sustained by General Council.

Amendment moved that the word woman's be inserted before the word auxiliary in the definition. The amendment was carried, Mrs. Harris of Philadelphia voting against the use of the word woman's rather than women's and wishing her vote so recorded.

Voted that a committee be appointed to bring in to General Council a suitable name and definition of membership for the Extension Department.

21-22

Jan. 1918 — Report of committee approved and recommended to the Boards for adoption:

> "1. The name of the department shall be 'The Department for Associate Members'.
>
> "2. The one in charge of this department shall be called 'The Secretary for Associate Members'.

X

Woman's Boards of Foreign Missions

THE WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH,
501 Witherspoon Building, Philadelphia, Pa.

WOMAN'S PRESBYTERIAN BOARD OF MISSIONS OF THE NORTHWEST,
Room 48, 17 North State Street, Chicago, Ill.

WOMEN'S BOARD OF FOREIGN MISSIONS OF THE PRESBYTERIAN CHURCH,
Room 818, 156 Fifth Avenue, New York City.

WOMAN'S PRESBYTERIAN BOARD OF FOREIGN MISSIONS OF THE SOUTHWEST,
Room 707, 816 Olive Street, St. Louis, Mo.

WOMAN'S OCCIDENTAL BOARD OF FOREIGN MISSIONS,
920 Sacramento Street, San Francisco, Cal.

WOMAN'S NORTH PACIFIC PRESBYTERIAN BOARD OF FOREIGN MISSIONS,
454 Alder Street, Portland, Ore.

Woman's Board of Home Missions of the Presbyterian Church

156 Fifth Avenue, New York City.

The Department for Associate Members

General Council
of the
Woman's Boards of Missions
of the
Presbyterian Church in the U. S. A.

The Department for Associate Members

1. WHAT IT IS

A Department for Associate Members is a branch of any woman's auxiliary society to which those women may belong, who, for various reasons, cannot attend the regular meetings of the society.

2. WHO SHOULD BELONG

Any woman of the congregation or of the community not actively connected with the woman's auxiliary society, who cannot attend the regular meetings of the society, but who will read the literature provided for her, may become an Associate Member of the society.

1. Invalids and the aged.
2. Mothers and other homekeepers whose duties prevent attendance at meetings of the missionary society.
3. Business women whose hours of work preclude attendance at meetings of the missionary society.
4. Women in rural districts far from the community center.

3. HOW A DEPARTMENT FOR ASSOCIATE MEMBERS IS FORMED

The officers of the missionary society planning to organize such a department should:

1. Spend time in prayer for guidance.
2. Correspond with the Presbyterial Secretary for Associate Members for information in regard to organization.
3. Secure the co-operation of the pastor of the church.
4. Make a list from the roll of the congregation of all who should belong to the Department for Associate Members.
5. Devote one business meeting of the missionary society to a presentation of the subject.
6. Choose a Secretary for Associate Members.
7. Appoint Visitors to assist the Secretary, each to be responsible for a specific group of members of the Department.

Select as Secretary and Visitors women with a vision of the opportunity, women of tact, attractive personality and sympathy, who will have a friendly personal interest in each member.

A Department for Associate Members may be formed in a church where there is no missionary society.

4. METHODS OF WORK

The Secretary for Associate Members, aided by the Visitors, should prepare packets of leaflets, quarterly or monthly, varying as far

as possible the character of the contents of each packet.

Catalogues from which to select appropriate leaflets and empty wallets in which to place the leaflets and other material, may be procured, free, from the Woman's Board of Home Missions and the Woman's Boards of Foreign Missions. Packets containing a definite assortment of leaflets concerning Foreign Missions may be procured from the Woman's Boards of Foreign Missions for a small sum.

The packets are *loaned* to the members, free leaflets *only* being given. These should be unmistakably designated as such. Before passing a packet on to another member, the Secretary or Visitor should insert free leaflets to take the place of those retained.

The Secretary and Visitors should, whenever possible, deliver the packets in person. In rural communities with widely scattered membership, it may be found advisable to deliver the packets at the Sunday church services.

5. SUGGESTED CONTENTS OF PACKETS

The following suggestions to help Secretaries in assembling their assortments should be adapted to meet local needs:

1. A calendar of the missionary meetings to be held during the year.

2. A brief program of the meeting to be held that month or the meetings to be held that quarter, stating place, date, hour, topic, leader, speaker, hostesses, leader of devotional service, and, if possible, Scripture and hymns.

3. A short resumé of the previous meeting or meetings, including interesting items from the business session.

4. A new leaflet or two, if possible appropriate to the theme of the next meeting or the meetings of the quarter. Interest in recent missionary movements and policies of the Church may be cultivated by a judicious use of the many free leaflets published annually by the Boards.

5. An item or two about some of the stations or phases of work for which prayer is asked during the month, or the months of the quarter.

6. If the member is not a subscriber, a copy each of recent issues of *Woman's Work* and *The Home Mission Monthly,* and, if there are children in the household, a copy of *Over Sea and Land,* these to be secured from members of the missionary society or through the Contingent Fund.

7. A little note stating when the Visitor will call for the packet to pass it on to another member.

8. In the December packet, as a Christmas present, the Year Book of Prayer for Missions, or, if the member annually buys one for herself, some other suitable publication.

9. Once or twice a year a study book or other missionary volume, alternately Home and Foreign, with a note stating the number of days or weeks for which it is loaned. These may be borrowed from the missionary library of the church or from members of study groups that have completed their study of the books. Announcements of the latest

publications and a list of missionary books contained in the public library may be added.

10. An envelope for voluntary contributions.

6. DUTIES OF THE SECRETARY FOR ASSOCIATE MEMBERS

The Secretary for Associate Members has general oversight of the Department for Associate Members of the society, and should seek to enroll all women who properly may belong to this Department. She is responsible for visitation, distribution of packets received from Board Headquarters, and the dissemination of general missionary information among the members of this Department. She should present a written annual report to the society, and render, before March 1st, a report to the Presbyterial Secretary for Associate Members.

7. EXPENSE

The expense incurred in starting and maintaining the Department should be paid from the Contingent Fund of the society, *never* taken from the missionary contributions.

8. OFFERINGS

There should be no fixed dues; offerings should be voluntary, and should be devoted to missions, not to the Contingent Fund.

9. SUGGESTIONS

The Secretary and Visitors should themselves be familiar with the leaflets and other publications of the Boards, once in a while marking passages of special interest and calling

attention to them in a personal note to the member.

The value to the Visitor and to the society of comradeship with the member should be emphasized, and members should be made to feel that they really belong to the missionary society.

Associate members should be encouraged to send occasionally a word of greeting to the society, a Scripture verse for the roll call, a stanza of a hymn, an extract from their reading, or a short paper on the topic of the meeting.

Associate members should be invited to special gatherings, such as the Praise Service, which may be held at an hour when they can attend.

Judicious pressure should be constantly used to secure the transfer of women who belong to the Department, but because of changes in business relations or home life, could attend the regular meetings of the society.

Desire on the part of Associate Members to contribute in prayer, thought and money should be encouraged.

Never lose sight of the potential possibilities in this Department as an intercessory power.

Woman's Boards of Foreign Missions*

THE WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH,
501 Witherspoon Building, Philadelphia, Pa.

WOMAN'S PRESBYTERIAN BOARD OF MISSIONS OF THE NORTHWEST,
Room 48, 17 North State Street, Chicago, Ill.

WOMEN'S BOARD OF FOREIGN MISSIONS OF THE PRESBYTERIAN CHURCH,
Room 818, 156 Fifth Avenue, New York City.

WOMAN'S PRESBYTERIAN BOARD OF FOREIGN MISSIONS OF THE SOUTHWEST,
Room 707, 816 Olive Street, St. Louis, Mo.

WOMAN'S OCCIDENTAL BOARD OF FOREIGN MISSIONS,
920 Sacramento Street, San Francisco, Cal.

WOMAN'S NORTH PACIFIC PRESBYTERIAN BOARD OF FOREIGN MISSIONS,
454 Alder Street, Portland, Ore.

Woman's Board of Home Missions of the Presbyterian Church

156 Fifth Avenue, New York City.

GENERAL ITEMS

Department for Associate Members

2

Jan. 19-20
1918

Correction
voted
June 21-22
1918

"3. ANy woman of the congregation or of the community not actively connected with the woman's auxiliary society who cannot attend the regular meetings of the society, but will read the literature provided for her, may become an Associate Member of the society."

Feb. 25
1919

a. Wallet - That there should be a single wallet for Home and Foreign literature, leaving details to be worked out by Secretary for Publications and her committee with power.

b. Leaflets - That the Secretaries for Associate Members of the Boards provide for local secretaries, lists of suitable leaflets from which packets may be selected; suggested packets at several prices may be given.

c. Envelopes and Visitors' Cards - In reply to the question whether an envelope and visitors' card should be provided by General Council for use by Associate Members' Secretaries, it was voted "yes" and all details be referred to the Secretary for Publications and her committee with power.

GENERAL ITEMS

Freedmen

Chicago Nov 1915 & Committee Letter Mar. 1916	Recommend that Westminster Guild Chapters and Circles be allowed to give as an "extra" to the work for Freedmen, provided it is understood that such gift is optional and not required of any Chapter or Circle. The largest support should always be given to the work assigned by the Woman's Boards of Home and Foreign Missions. No Chapter or Circle should assume any "extra" until the shares in regular work have been pledged and paid.
Chicago Nov. 1915	Recommend that Young People's Secretaries only shall present the work of the Board of Missions for Freedmen to their constituency.
Jan. 17 1917	Question was asked, "Should the Woman's Department of the Board fro/ Freedmen have a corresponding member on General Council, who is not a paid officer?", but there was not time for discussion and it was laid over for the June meeting.

GENERAL ITEMS

Scope of Work and Right of Access

Chicago Nov 1915 — Recommend that all organizations auxiliary to the Woman's Home and Foreign Mission Boards confine their interests to the workauthorized by those Boards.

Jan. 17 1917 — Reported by the Secretary that a letter had been received by the Chairman of Central Committee from Dr. Holt, of the Board of Ministerial Relief, stating that the intention of his Board was to appeal to ladies' aid societies for help and not to woman's missionary organizations; that he regrets the wording in the report to General Assembly of 1916 which has led to such interpretation, and will endeavor to have it more carefully worded in the future.

May 31 June 1 1918 — Question from the Board of the Southwest re relation to Council of National Defense.

Will General Council consider this question and let us know at the earliest possible date, whether representation on the Council of Defense would seem to violate General Council ruling upon "Right of Access" to organizations ohher than missionary?

Recommendations:

1. That General Council reaffirms its belief in the wisdom of its standing rule regarding the "right of access" to other than missionary organizations.

2. That General Council recognizes that the very unusual times require a partial setting aside of many plans and regulations that otherwise prevail in our work during normal times.

3. That therefore General Council heartily approves of all cooperation of our church organizations with the Council of National Defence, giving the right of access for the presentation of all their work and sympathetic support of all measures that have for their objects the greater efficiency of our nation and people throughout this great and terrible war.

4. But that General Council emphasizes the necessity of a strict adherence and maintenance of the primary objects of missionary endeavor for which our Boards and constituents are organized.

GENERAL ITEMS

May 31
June 1
1918

Home for Missionaries

Regarding the offer of a house, as contained in Mrs. Darby's letter to Mrs. Bennett, General Council instructed the Secretary to write to Mrs. Darby that there has been need for such a home as she suggests and our Woman's Boards will be glad to recommend that their missionaries use the home.

May 31
June 1
1918

Junior Life Membership

Explained that Junior life membership in the Occidental Board is not an organization, but is only a simple plan whereby a friend pays to the Occidental Board a dollar-~~which~~ to make a child a Junior member of the Board. There is no annual fee. The Board sends "Over Sea and Land" to the child when it is enrolled as a Junior Life Member.

Voted that the Junior Life Membership in the Occidental Board/not being an organization, General Council would recognize it as a part of Board administration and therefore does not come within the province of General Council's jurisdiction.

June
~~Jan.~~ 19-20
1917

STANDING RULES OF GENERAL COUNCIL

I. Name

There shall be a body representing the Woman's Board of Home Missions and the six Woman's Boards of Foreign Missions; this body to be known as "General Council of the Woman's Boards of Missions of the Presbyterian Church, U.S.A."

II. Membership

1 General Council shall be composed of six members from the Woman's Board of Home Missions and one member from each of the six Woman's Boards of Foreign Missions. These members shall be appointed at the annual meetings of the constituent Boards.

2 An alternate for each member of General Council shall likewise be appointed by each Board at its annual meeting. Such alternate may sity with the Council without the privilege of the floor.

III. Purpose

The purpose of General Council shall be to secure a larger vision of the mission work of Presbyterian women and to unify as far as possible the policies and methods of the Woman's Boards.

IV. Power

1 (a) General Council shall consider and make recommendations to the constituent Boards concerning matters of joint interest.

(b) General Council shall have power to act inemergencies if authorized by a two-thirds vote of its membership representing equally the Woman's Boards of Home and Foreign Missions.

2 (a) All items on the docket that receive a two-thirds vote of General Council representing equally the Woman's Boards of Home and Foreign Missions shall be sent to the constituent Boards as recommendations.

(b) General Council shall have power to consider matters not on the docket and those receiving a two-thirds vote representing equally the Woman's Boards of Home and Foreign Missions shall be sent to the constituent Boards as recommendations.

(c) The action of the Boards on recommendations (a and b) shall be sent as soon as possible to the Secretary of Constituent Boards. Such recommendations receiving a two-thirds vote representing equally the Woman's Boards of Home and Foreign Missions shall become ~~eith~~ actions and go into effect.

3. All matters requiring vote shall be decided by a two-thirds vote representing equally the Woman's Boards of Home and Foreign Missions.

General Council who shall tabulate them and send results to the

4 During the interval between meetings of General Council, business shall be transacted by correspondence with the Chairman and submitted to the Boards. Final decision shall be reached by a two-thirds vote representing equally the Woman's Boards of Home and Foreign Missions.

Foot-note: A two-thirds vote of General Council shall be defined to mean two-thirds of the votes of the delegates present from the Woman's Board of Home Missions and two-thirds of the votes of the delegates present from the Woman's (Foreign) Boards of F. Missions

A two-thirds vote of the Boards shall be defined to mean the vote of four Woman's (Foreign) Boards and the vote of the Woman's Board of Home Missions. of F. Missions

V. Officers

General Council shall annually elect a Chairman and a Secretary from its membership. No Chairman or Secretary shall serve more than two consecutive terms.

VI. Secretaries and Committees

1 There shall be a Secretary for Publications, a Secretary for Westminster Guild, a Standing Committee on Student Work, a Standing Committee on Over Sea and Land, and such other Committees as General Council may deem advisable.

2 General Council shall annually elect from the membership of the Boards the Secretary for Publications, the Secretary for Westminster Guild, and members of Standing Committees.

3 Each Standing Committee shall elect a Chairman from its own membership.

4 The Secretary for Publications, the Secretary for Westminster Guild and the Chairmen of Standing Committees shall during tenure of office be ex officio members of General Council with the privilege of the floor but without vote.

5 Committees reporting during the interval between meetings of General Council shall send their findings and recommendations to the Secretary of General Council who shall forward them to the ~~Secretary of~~ Boards; all Board actions shall be reported by the Boards to the Secretary of General Council, who shall tabulate them and send results to the constituent Boards.

6 All communications concerning General Council shall be sent to the General Council member of each Board designated by her Board.

7 At each annual meeting General Council shall elect two of its members to serve with the Chairman as a Nominating Committee. This Committee shall, after consultation with the Boards, present at the next annual meeting names for the position of Secretary for Publications, Secretary for Westminster Guild and members of Standing Committees.

8 The Nominating Committee shall also after consultation with the Boards fill all vacancies during the year.

VII. Duties of Secretaries and Standing Committees

1 The Secretary for Publications shall supervise all joint publications not referred by General Council to other Secretaries or Committees. She shall secure, print and distribute these publications according to the methods approved by General Council.

2 The Secretary for Westminster Guild shall bring to General Council recommendations concerning Westminster Guild from the various Boards. She shall conduct the work according to the methods approved by General Council.

3 The Committee on Student Work shall consist of eight members, four from the Woman's Board of Home Missions and four from the Woman's Boards of Foreign Missions. It shall have charge of the presentation of missions to young women students in schools, colleges and conferences, according to the method of work approved by General Council.

4 The Committee on Over Sea and Land shall consist of six members, three from the Woman's Board of Home Missions and three from the Woman's Boards of Foreign Missions. It shall arrange for the publication of Over Sea and Land according to the methods approved by General Council and shall engage the editor, secretary, treasurer and such other office force as may be needed.

5 Each Secretary and Standing Committee shall present an annual report, in writing, to General Council and also to each of the Boards.

6 Each Secretary and Standing Committee requiring a budget shall annually present to General Council an itemized budget for recommendation to the Boards for adoption.

7 All Secretaries and Standing Committees shall bring to General Council directly matters concerning the policy and conduct of their work and shall secure action from the Boards through the medium of General Council.

8 Each outgoing Secretary and Committee shall make such plans in advance as are necessary to provide for the continuity of the work.

9 The Secretary of General Council shall call the organization meeting of the newly elected Committees.

10 Any Chairman of a Standing Committee when unable to attend the meeting of General Council shall send as a proxy some member of her Committee.

VIII. Meetings

1 General Council shall hold its annual meeting after the meeting of General Assembly, the exact time and place to be decided by the Chairman and Secretary of General Council.

2 A meeting may be held in January , the time and place to be decided by the Chairman and Secretary of General Council.

3 Special meetings must be called by the Chairman on the written request of three of the constituent Boards.

IX. Docket

1. Each Board shall, before May first, send to the Secretary of General Council all matters for consideration at the annual meeting.

Each Secretary and Standing Committee of General Council shall, before May first, send to the Secretary all matters for consideration at the annual meeting.

The Secretary and Chairman shall then prepare from this correspondence a docket, a copy of which shall, together with the report of the Nominating Committee, be sent to each Board by May fifteenth.

2. The same method and length of time shall apply to the docket for the January meeting.

X. Proxies

Each Board not personally represented at a meeting of General Council may appoint as proxy some member of General Council.

XI. Finance

The expense of General Council shall be borne equally by the Woman's Boards of Home and Foreign Missions; such expense to be travel, entertainment of delegates, of Secretaries, and of Chairmen of Standing Committees, and other expenses incidental to General Council. The expenses of any alternate taking the place of a delegate shall be similarly borne.

Foot-note: Central Committee voted September 30, 1916, that when Central Committee and General Council meetin in New York at the same time Central Committee shall bear three-fourths of the traveling expenses of the Foreign delegates to General Council.

XII. Quorum

A quorum consists of eight votes representing equally the Woman's Boards of Home and Foreign Missions.

XIII. Amendments

The Standing Rules may be amended at any annual meeting of General Council, notice of such amendments having been sent to the Boards with the regular docket.

June 19-20
1917

Secretaries and Committees
(from Standing Rules)

1 There shall be a Secretary for Publications, a Secretary for Westminster Guild, a Standing Committee on Student Work, a Standing Committee on Over Sea and Land, and such other Committees as General Council may deem advisable.

2 General Council shall annually elect from the membership of the Boards the Secretary for Publications, the Secretary for Westminster Guild, and members of Standing Committees.

3 Each Standing Committee shall elect a Chairman from its own membership.

4 The Secretary for Publications, the Secretary for Westminster Guild and the Chairmen of Standing Committees shall during tenure of office be ex officio members of General Council with the privilege of the floor but without vote.

5 Committees reporting during the interval between meetings of General Council shall send their findings and recommendations to the Secretary of General Council who shall forward them to the Boards; all Board actions shall be reported by the Boards to the Secretary of General Council, who shall tabulate them and send results to the constituent Boards.

6 All communications concerning General Council shall be sent to the General Council member of each Board designated by her Board.

7 At each annual meeting General Council shall elect two of its members to serve with the Chairman as a Nominating Committee. This Committee shall, after consultation with the Boards, present at the next annual meeting names for the position of Secretary for Publications, Secretary for Westminster Guild and members of Standing Committees.

The Nominating Committee shall also after consultation with the Boards fill all vacancies during the year.

June 19-20
1917

Duties of Secretaries and Standing Committees

(from Standing Rules)

1 The Secretary for Publications shall supervise all joint publications not referred by General Council to other Secretaries or Committees. She shall secure, print and distribute these publications according to the methods approved by General Council.

2 The Secretary for Westminster Guild shall bring to General Council recommendations concerning Westminster Guild from the various Boards. She shall conduct the work according to the methods approved by General Council.

3 The Committee on Student Work shall consist of eight members, four from the Woman's Board of Home Missions and four from the Woman's Boards of Foreign Missions. It shall have charge of the presentation of missions to young women students in schools, colleges and conferences, according to the method of work approved by General Council.

4 The Committee on Over Sea and Land shall consist of six members, three from the Woman's Board of Home Missions and three from the Woman's Boards of Foreign Missions. It shall arrange for the publication of Over Sea and Land according to the methods approved by General Council and shall engage the editor, secretary, treasurer and such other office force as may be needed.

5 Each Secretary and Standing Committee shall present an annual report, in writing, to General Council and also to each of the Boards.

6 Each Secretary and Standing Committee requiring a budget shall annually present to General Council an itemized budget for recommendation to the Boards for adoption.

7 All Secretaries and Standing Committees shall bring to General Council directly matters concerning the policy and conduct of their work and shall secure action from the Boards through the medium of General Council.

8 Each outgoing Secretary and Committee shall make such plans in advance as are necessary to provide for the continuity of the work.

9 The Secretary of General Council shall call the organization meeting of the newly elected Committees.

10 Any Chairman of a Standing Committee when unable to attend the meeting of General Council shall send as a proxy some member of her Committee.

Jan. 21-22
1918

Secretary for Publications

1. The Secretary for Publications shall, through correspondence, keep in close touch with the Publication Committees of the Woman's Boards of Home and Foreign Missions.

2. She shall secure from each Board suggestions and recommendations regarding Publications. These shall be tabulated by her and sent six weeks before the meeting of General Council, together with such other recommendations as she may deem wise, to the Secretary of General Council to be placed on the docket.

3. She shall supervise all joint publications not referred by General Council to other Secretaries or Committees. She shall be responsible for the coordination of all joint publications. She shall cooperate with the Secretary for Westminster Guild in the preparation of the material for the Bulletin and shall be responsible for its publication.

4. She shall secure authors and manuscripts and send carbon copies of joint publications to the Boards. She shall ask the judgment ofthe Boards on material submitted; and shall also reqest their definite order, for number of copies desired. Any Board not heard from within four weeks will be considered as having given its approval.

5. She shall familiarize herself with the literature of other denominations and shall recommend to General Council publications which in her judgment will be valuable to the work of the Boards.

6. She shall attend the meetings of General Council and shall render to General Council and to each of the Woman's Boards a written Annual Report.

7. Any emergency action required between meetings of General Council shall follow the regular ruling regarding ad interim business as prescribed in the Rules of General Council.

8. The term of office of the Secretary for Publications shall not exceed two years.

Secretary for Publications

Jan 21-22 1918

Imprint on Joint Publications

All joint publications of General Council unless otherwise definitely specified, shall bear the imprint in the form and arrangement of the following:

GENERAL COUNCIL
of the
WOMAN'S BOARDS OF MISSIONS
of the
PRESBYTERIAN CHURCH IN THE U.S.A.

(including the names of the Woman's Boards placed in the form as follows:)
(i.e. Home and Foreign balanced)

Woman's Boards of Foreign Missions

The Woman's Foreign Missionary Society
of the Presbyterian Church
501 Witherspoon Building, Philadelphia, Penn.

Woman's Presbyterian Board of Missions
of the Northwest
Room 48, 17 North State Street, Chicago, Ill.

Woman's Board of Foreign Missions
of the Presbyterian Church
Room 818, 156 Fifth Avenue, New York City

Woman's Presbyterian Board of Foreign Missions
of the Southwest
Room 707, 816 Olive Street, St. Louis, Mo.

Woman's Occidental Board of Foreign Missions
920 Sacramento Street, San Francisco, Cal.

Woman's North Pacific Presbyterian Board
of Foreign Missions
454 Alder Street, Portland, Oregon

Woman's Board of Home Missions
of the Presbyterian Church in the U.S.A.
156 Fifth Avenue, New York

(3) Publications

Secretary for ~~Westminster Guild~~

Jan. 21-22
918

Imprint for W. G. Publications

General Council shall recognise three imprints as follows:

(a) For stationery, report blanks, enrollment cards -
"Westminster Guild of the Woman's Boards of Missions of the Presbyterian Church in the U.S.A."
(Note: When necessary, Board addresses shall be given.)

(b) All Westminster Guild publications shall bear the imprint of General Council with the provision that the name, Westminster Guild, appear on the cover or in some conspicuous place of the publication.

(c) When joint publications represent either Home or Foreign interests separately, the name and address of the interest represented will be used, with the imprint of General Council.

Financing and Distributing Joint Publications

May 31
June 1
1918

(a) The Secretary for Publications shall order the printing of all publications not referred to by General Council to other Secretaries or Committees, pay bills and have charge of stock.

(b) The Secretary for Publications shall base size of edition to be printed on orders secured in advance from the Boards. Orders shall be paid for by the Boards immediately on receipt of literature, payment to be sent to the Secretary for Publications.

(c) Literature shall be charged for at cost plus transportation.

(d) Literature shall be distributed to Boards only. Orders from Synodical, Presbyterial and local auxiliaries addressed to General Council or to the Secretary for Publications shall be transferred by the Secretary for Publications to the nearest Foreign Board, territorially, or to the Woman's Board of Home Missions, to be filled.

(e) Cost of literature representing only one interest shall be entirely met by the Board or Boards for which it is published.

(f) Unsold stock may not be returned to the Secretary for Publications.

May 31
June 1
1918

Expense of Organization Literature for W.G.

The cost of organization literature for Westminster Guild shall be divided equally between the Woman's Board of Home Missions and the six Woman's Boards of Foreign Missions.

(4)

Publications

Secretary for ~~Westminster Guild~~

Jan. 21-22 1918 — The Secretary for Westminster Guild and Secretary for Publications shall be empowered to order the standard organization literature such as stationery, blanks and cards without referring the matter to General Council.

Jan. 21-22 1918 — The Secretary for Westminster Guild, with the Secretary for Publications shall be empowered to secure authors for and publish helps on the study books used by Chapters and Circles ~~of~~ in both Home and Foreign Missions for the year 1918-1919.

May 31 June 1 1918 — The Secretary for Westminster Guild shall be allowed to read the second proof of the Bulletin and to make the "set-up" in consultation with the Secretary for Publications.

May 31 June 1 1918 — The cost of organization literature for Westminster Guild shall be divided equally between the Woman's Board of Home Missions and the six Woman's Boards of Foreign Missions.

Jan. 21-22
1918

Secretary for Westminster Guild

1. The Secretary for Westminster Guild shall, through correspondence, keep in close touch with the Westminster Guild Secretaries ofthe Woman's Boardsof Home and Foreign Missions.

2. She shall secure from each Board recommendations concerning the policies and conduct of Guild work, including necessary literature. These shall be tabulated by her and sent six weeks before the meeting of General Council, together with such other recommendations as she may deem wise, to the Secretary of General Council to be placed on the docket.

3. She shall, under the direction of General Council, have oversight of literature circulated in Westminster Guild Chapters and Circles. She shall gather the material for the Westminster Guild Bulletin and shall cooperate with the Secretary for Publications in its preparation.

4. She shall receive quarterly reports from the Westminster Guild Secretary of each Board and shall render to General Council an annual written report and a semi-annual report to each Board.

5. She shall attend the meetings of General Council and shall be prepared to furnish information concerning Westminster Guild matters.

6. Any emergency action required between meetings of General Council shall follow the regular ruling regarding the ad interim business as prescribed in the Rules of General Council.

7. The term of office of the Secretary for Westminster Guild shall not exceed two years.

Secretary
for
Westminster Guild

(2)

Jan. 21-22 1918 — **Imprint for W. G. Publications**

General Council shall recognise three imprints as follows:

(a) For stationery, report blanks, enrollment cards -
"Westminster Guild of the Woman's Boards of Missions of the Presbyterian Church in the U.S.A."
(Note: when necessary, Board addresses shall be given)

(b) All Westminster Guild publications shall bear the imprint of General Council with the provision that the name, Westminster Guild, appear on the cover or in some conspicuous place of the publication.

(c) When joint publications represent either Home or Foreign interests separately, the name and address of the interest represented will be used, with the imprint of General Council.

Jan. 21-22 1918 — The Secretary for Westminster Guild and Secretary for Publications shall be empowered to order the standard organisation literature such as stationery, blanks and cards without referring the matter to General Council.

Jan. 21-22 1918 — The Secretary for Westminster Guild ~~in consultation with the West---in consultation wit~~ with the Secretary for Publications shall be empowered to secure authors for and publish helps on the study books used by Chapters and Circles in both Home and Foreign Missions for the year 1918-1919.

May 31 June 1 1918 — The Secretary for Westminster Guild in consultation with the Westminster Guild Committee of the Woman's Board of Home Missions shall be empowered to select the Home Mission study books and helps to be used by Chapters and Circles. In case special text-books are needed, the Secretary for Westminster Guild with the Westminster Guild Committee of the Woman's Board of Home Missions shall be empowered to secure authors therefor, and approve the manuscript, but the publication of same shall rest with the Board.

May 31 June 1 1918 — The Secretary for Westminster Guild in consultation with the Westminster Guild sub-committee of Executive Committee of Central Committee of the Woman's Board of Foreign Missions shall be empowered to select the Foreign Mission study text-books and helps to be used by Chapters and Circles. In case special text-books and are needed, the Secretary for Westminster Guild and the Westminster Guild sub-committee of Executive Committee of Central Committee of the Woman's Boards of Foreign Missions shall be empowered to secure authors therefor and approve manuscript, but the publication of same shall rest with Central Committee.

Secretary for Westminster Guild

May 31
June 1
1918

The Secretary for Westminster Guild in consultation with the Westminster Guild sub-committee of Executive Committee of Central Committee of the Woman's Boards of Foreign Missions shall be empowered to recommend to General Council the objects for gifts to Foreign Missions for W.G. Chapters and Circles.

The Secretary for Westminster Guild in consultation with the Westminster Guild Committee of the Woman's Board of Home Missions shall be empowered to recommend the objects for gifts to Home Missions for W.G. Chapters and Circles.

May 31
June 1
1918

In order that the work of the Guild may be more closely co-ordinated the Secretary for Westminster Guild of General Council shall be allowed to sit with the Westminster Guild sub-committee of Executive Committee of Central Committee of the Woman's Boards of Foreign Missions and with the Westminster Guild Committee of the Woman's Board of Home Missions as often as possible, and be empowered to call occasional joint meetings of the two groups.

May 31
June 1
1918

The Secretary for Westminster Guild shall be allowed to read the second proof of the Bulletin and to make the "set-up" in consultation with the Secretary for Publications.

May 31
June 1
1918

The cost of organization literature for Westminster Guild shall be divided equally between the Woman's Board of Home Missions and the six Woman's Boards of Foreign Missions.

Committee on Student Work

(Committee on Student Work of the Woman's Boards of Missions of the Presbyterian Church in the U.S.A.)

Jan 21-22 1918

1. Membership

This Committee shall consist of eight members, four from the Woman's Boardof Home Missions and four from the Woman's Boards of Foreign Missions. They shall be elected at the Annual Meeting of General Council, their names having been presented by the Nominating Committee, after consultation with the Boards. The Nominating Committee shall also, after consultation with the Boards, fill all vacancies occurring during the year.

The Student Secretary of each Board shall be, ex officio, a member of this Committee with the privilege of the floor but without vote.

2. Officers

The officers of the Committee shall be a Chairman, Secretary and Treasurer elected annually by the Committee from its own membership. The Chairman is, ex officio, a member of General Council with the privilege of the floor but without vote. No officer shall serve more than three consecutive terms.

3. Duties

(a) This Committee shall identify the student with the interests of her Church and Mission Boards during the student days.

(b) This Committee shall relate the student, either alumnae or non-graduate, to the missionary activities of her Church. This Committee shall also, in cooperation with the Boards, seek to interest the women of the Church in the student work of the Woman's Boards.

(c) This Committee shall, in consultation with the Chairman of General Council, be empowered to engage Field Student Secretaries.

(d) The Committee shall supervise the work and plan the itineraries of the Student Secretaries and have oversight of the work of the office.

4. Budget

The Committee shall annually present to the Boards an itemized budget for adoption. The funds thus voted shall be paid quarterly in advance to the Treasurer and, on vote of the Committee , shall be by her expended. The account of the Treasurer shall be audited annually.

5. Reports

The Committee shall send quarterly financial statements to the Treasurer of each Woman's Board. The Committee shall send the minutes of Student Secretaries and other official communications to the President and Student Secretary of each Board or to some other officer specially designated. The Committee shall present a written annual report to General Council and to each of the Boards. It shall send suggestions and recommendations regarding Student Work to the Secretary of General Council to be placed on the docket.

Committee on Student Work

6. Student Secretaries (Field)

(a) Field Student Secretaries shall through visitation of schools and colleges, through attendance at conferences and through correspondence and interviews present to Presbyterian young women students the interests of their Church and Mission Boards and endeavor to relate them to Presbyterian missionary activities.

(b They shall cooperate with the Committee and with Board Student Secretaries in enlisiting the interest of the women of the Church in the work for students and alumnae.

(c) They shall send annually to Board Student Secretaries the list of alumnae located in their territory.

(d) They shall present monthly reports to the Committee on Student Work and a written annual report to each of the Woman's Boards.

7. Student Secretaries (Board)

(a) The Board Student Secretary shall definitely inform herself concerning Student matters in her territory, so that, knowing each college situation, she may endeavor to promote local church interests in students through cooperation with pastors and women's societies.

(b) She shadl obtain full information regarding Student Conferences and if possible attend such as come within her territory. In case she cannot go in person, it shall be the duty of her Board, in consultation with the Committee on Student Work of General Council, to pervide a substitute.

(c) She shall present student work to groups of Presbyterian women at Board, Synodical, Presbyterial and local meetings, and shall seek opportunities to bring about among the women of the Church a sympathetic understanding of the student life of today in order to relate it to the Church of tomorrow.

life

(d) She shall, upon receiving alumnae lists from the Field Student Secretary, communicate with these young women either directly or through any of the Young People's Secretaries of her Board, explaining Board methods, presenting plans of service and introducing them to their Presbyterial officers.

(e) She shall improve opportunities for personal acquaintance with Presbyterian girls in college; and as far as possible accept informal invitations from undergraduates to meet Presbyterian girls and formal invitations to speak when extended by the college Y.W.C.A. or the college authorities.

(f) She shall make quarterly reports to the Committee on Student Work and shall also notify that Committee when she has succeeded in placing a girl (or "in setting a girl to work".)

Jan. 21-22
1918 .

Committee on Over Sea and Land

1. Membership

This Committee shall consist of six members, three from the the Woman's Board of Home Missions and three from the Woman's Boards of Foreign Missions. They shall be elected at the Annual Meeting of General Council, their names having been presented by the Nominating Committee after consultation with the Boards. The Nominating Committee shall, after consultation with the Boards, fill all vacancies occurring during the year.

2. Officers

The officers of the Committee shall be a Chairman and Secretary elected annually by the Committee from its own membership. The Chairman is, ex-officio, a member of General Council with the privilege of the floor but without vote. No officer shall serve more than three consecutive terms.

3. Duties

The Committee shall arrange for the publication of Over Sea and Land. It shall be empowered to engage the Editor, Secretary, Treasurer, and such other office force as may be needed for the proper conduct of the magazine.

4. Budget

The Committee shall annually present to the Boards an itemized budget for adoption. The funds thus voted shall be paid quarterly in advance to the Treasurer of the magazine and, on vote of the Committee, shall be by her expended. The account of the Treasurer shall be audited annually.

5. Reports

The Committee shall send regular financial statements to the Treasurer of each Woman's Board. It shall send the Minutes and other official communications to the President of each Board and to some other officer specially designated. The Committee shall present a written annual report to General Council and to each of the Boards. It shall send suggestions and recommendations regarding Over Sea and Land to the Secretary of General Council to be placed on the docket.